

KO TAKU REO

Deaf Education New Zealand

Job Description / Performance Agreement

NAME:

POSITION: Human Resources Data Administrator

TENURE: Fixed term to 14 April 2022, Fulltime
Possible extension subject to HRIS progress and
and need

RESPONSIBLE TO: Head of Human Resources

**DIMENSIONS OF
RESPONSIBILITY:** HR Responsibilities
Professional Conduct
Professional Relationships and Values

DESCRIPTION:

The primary purpose of this position is to provide accurate transition of HR data from a range of sources into a singular system in preparation for the roll out of an HRIS platform. The primary areas of focus are Human Resource administrative support including Employee File development and data transfer. There will also be opportunities to support and engage in the recruitment process

SIGNED _____
HR Data Administrator

DATE _____

SIGNED _____
Head of Human Resources

DATE _____

DIMENSIONS OF RESPONSIBILITY

Dimension One – Payroll and HR Responsibilities

The Human Resources Data Administrator provides high quality Human Resources support to meet the needs of the organisation.

Criteria	Key Tasks/Indicators
Staff File Development and Maintenance Establish process and protocols for filing of all staff information data electronically.	<ul style="list-style-type: none"> • Ensure a fit for purpose, accessible and streamlined process for Employee files • Liaise with the team and seek support and advice, as required. • Ensure protocols are understood by information holders and suppliers and that the files become an accurate and current reflection of the life cycle of each employee. • Transfer of current physical files through to digital and effective checking process to ensure information is appropriately available before archiving • Consistently apply relevant naming conventions • Archive and destroy file content as relevant legislation allows
Recruitment Recruitment process is efficient, accurate, consultative, timely, needs reflective, accountable, regs. compliant.	<ul style="list-style-type: none"> • Ensures all employment documentation is completed accurately, and is filed appropriately • Supports recruitment processes through: <ul style="list-style-type: none"> • Assisting arrange interview needs – time, place, attendees, interpreter services. • Monitoring the Digital Recruitment System • Supporting advertisement narratives and organising translations to NZSL • Advertising roles • Assisting with first stage long listing • Assisting with interview question development • Assisting with interview scheduling and full set up
Contracting, File Maintenance, Exiting All documentation for employees is accurate, regularly updated, completed in timely manner, and is maintained confidentially.	<ul style="list-style-type: none"> • Prepares employment documentation as directed including drafts and templates (Ltr. Of Off., IEA/Collective, Variations, FT. Secondment, etc.). • Quality checks processes and records workflows and maintains up to date online access to Policies and procedures

	<ul style="list-style-type: none"> • Assists with Police Vetting through back up and through recruitment process. • Ensures documents are subject to accuracy, rigour, legislative and policy requirements. • Ensures staff files are regularly updated and maintained, and privacy is protected. • Swiftly loads documents into staff digital files using indexing protocols. • Files HR information, ensuring it is recorded and data is gathered for analytics. • Assists around exiting processes as needed.
HR General Participate in General HR Duties	<ul style="list-style-type: none"> • Involved in developing efficient HR processes • Engages with team to seek out opportunities for adding value. • Promotes safe work practices and a safe environment at all times, notifying hazard identification as soon as possible. • Uses self-reflection and the appraisal process to improve performance, providing evidence of achieving successful outcomes in accordance with indicators. • Ensures all matter pertaining to the Centre, including staff and students, are kept confidential. • Plans and implements for key dates

Dimension Two – Professional Conduct

The Human Resources Data Administrator is proficient, works in alignment with the strategic direction and in a manner that improves outcomes for all ākonga.

Criteria	Key Tasks/Indicators
Professional conduct is present throughout the organisation, creating a culture that is based on integrity and respect.	<ul style="list-style-type: none"> • Builds trusting relationships through active listening, caring for others, and demonstrating personal integrity. • Conducts themselves with exemplary practice • Participates in supporting and challenging others that grow expertise • Is open and responsive to professional conversations and feedback.

<p>All departments, teams and individuals within the organisation support the strategic direction to align practice with the best interests of learners, staff and the community.</p>	<ul style="list-style-type: none"> • Supports and models behaviours in a way that articulates, supports and furthers the organisation's mission, vision and strategic direction. • Works with Head of Human Resources to ensure tasks and deliverables align with the strategic direction of the organisation. • Works collaboratively with colleagues to embed the strategic direction into all areas of the organisation. • Assists in reviewing how personal and departmental practice aligns with the mission, vision and strategic direction, suggesting improvements and implementing change.
<p>Competence in relation to change management is evident throughout the organisation.</p>	<ul style="list-style-type: none"> • Adopts a philosophy that recognises the importance of ongoing innovation and change. • Assists in change implementation that is focussed on a smooth transition to lead to the adoption of new practices. • Contributes within areas of speciality to ensure that change is informed by best practice and communicated effectively. • Understands that change on a large scale invariably needs a team approach to leadership. • Shows ability to communicate the rationale for any change. • Monitors the impact of the change and adjusts when needed.
<p>Critical inquiry is engaged and a proactive approach to problem solving is adopted by all, as they take steps to work through problems to create solutions.</p>	<ul style="list-style-type: none"> • Systematically and critically engages with new information/ideas/philosophies to reflect on and refine practice. • Explicitly checks own assumptions. • Relates the problem to the wider vision and values of the organisation. • Actively seeks the interpretations of others. • Anticipates obstacles and how they could be overcome. • Identifies and reports risk to appropriate people in a timely manner.

Dimension Three – Professional Relationships and Values

The Human Resources Coordinator engages in appropriate professional relationships and demonstrates commitment to professional values.

Criteria	Key Tasks/Indicators
Professional and effective relationships are established throughout the organisation.	<ul style="list-style-type: none"> Engages in ethical, respectful, positive and collaborative professional relationships with: <ul style="list-style-type: none"> Colleagues, support staff and other professionals Agencies, external stakeholders, groups and individuals in the community Has a team-focused ethic and contributes to the corporate life of the organisation. Fosters a climate of trust, modelling collegiality by working in partnership with other staff. Transparently relays relevant information to other staff in a clear and concise manner as needed. Represents the organisation and participates as a member of internal and external committees and organisations, as appropriate.
There is commitment to promoting the emotional, mental and physical wellbeing of all persons within Ko Taku Reo Deaf Education New Zealand.	<ul style="list-style-type: none"> Promotes inclusivity throughout the organisation, ensuring a sense of belonging. Takes all reasonable steps to provide and maintain an environment that is physically, socially, culturally and emotionally safe. Takes all reasonable and practical steps to ensure the health and safety of self and others. Complies with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported according to protocol. Participates in any required emergency response or exercises to ensure that essential services are able to be maintained.
There is respect and commitment to all heritages, languages and cultures within Ko Taku Reo Deaf Education New Zealand.	<ul style="list-style-type: none"> Takes responsibility for growing their own confidence in culturally responsible practice. Acknowledges and respects the languages, heritages and cultures of all. Demonstrates commitment to the bicultural partnership in Aotearoa and a commitment to understanding of Te Tiriti o Waitangi. Develops understanding and use of tikanga and te reo Māori. Has a good understanding (or is committed to developing an understanding) of Deaf Culture.

	<ul style="list-style-type: none"> • Is committed to improving the use of NZSL throughout the organisation. • Appreciates, respects and affirms others and works effectively with all to create a positive and collaborative culture.
Staff are committed to ongoing learning, engaging in both formal and informal professional learning and development in their professional practice.	<ul style="list-style-type: none"> • Commits to developing personal skills in the use of NZSL. • Engages in the appraisal process for self, ensuring a regular cycle for review, ensuring documentation is complete, self-reflection is engaged, and that there is progress towards and/or achievement of performance indicators. • Identifies professional learning goals in consultation with colleagues and communicates these to the appraiser when establishing performance expectations. • Identifies and initiates learning opportunities to advance personal professional knowledge and skills. • Participates responsibly in professional learning opportunities within the learning community.
Any additional tasks and/or responsibilities are completed, as requested by the Head of Human Resources.	<ul style="list-style-type: none"> • Ensures all tasks are completed efficiently and to a high standard. • Is professional in their appearance and manner, positively representing themselves and the organisation to ensure positive perceptions from the internal and external community. • Performs additional duties in an efficient manner, to the required standard and within a negotiated timeframe.

Qualifications

Essential

- Level -3-6 HR and/or business knowledge/skills

Professional Competencies

Essential

- HR/Data systems and processes skill/experience
- Skill in the gathering. Interpreting and transcription of information into new file formats
- MS Office (Word, Excel, Outlook), SharePoint functional experience
- Skill in organisation and time management
- Excellent interpersonal skills, and communication skills (written and oral)
- Ability to support / promote change
- Ability to see the big picture and work with details
- Ability to think strategically, communicating and influencing at all levels
- Ability to anticipate problems and to be proactive in problem solving
- Ability to work well under pressure
- Knowledge of the New Zealand Education sector
- Experience with, and awareness of, Deaf Culture and the Deaf community

Desirable

- Capable in NZSL (or a willingness to learn)
- Utilised an HRIS system

Personal Attributes

Essential

- Leads the organisation's guiding principles of 'Grow, Excel, Choose and Belong'
- Is motivated to develop a world leading service for Deaf and Hard of Hearing learners and whānau
- Demonstrates principles of equity and access in action
- Optimises quality and efficiency in work
- Respects diversity
- Is self-motivated and self-directed, taking personal accountability for work
- Understands personal strengths and limitations
- Is innovative and creative
- Is friendly, positive and approachable
- Demonstrates initiative, energy and vitality
- Is able to engage with staff in a positive and respectful way that promotes quality relationships