



JOB DESCRIPTION – Human Resource Coordinator

Purpose of Position:

The Human Resource Coordinator provides expert advice and support on all matters relating to employment legislation, recruitment, and Health and Safety. The Human Resource Coordinator is responsible for EBPHA policy development and management and acts as the EBPHA Privacy and Complaints officer.

Reports To:	Chief Executive
Key Focus Areas:	<ul style="list-style-type: none"> • Lead and manage all aspects of Human Resources • Provides sound human resource advice to the Chief Executive • Development and management of EBPHA Policies • Management of Health and Safety
Role Objectives:	
<i>Human Resources</i>	<ol style="list-style-type: none"> 1. Lead and manage all aspects of Human Resources including Recruitment; adverts, interviews, orientation, personnel files, training registers, administration, and preparation for staff performance reviews, provides advice and mentoring. 2. Employee relations including participating in disciplinary meetings. 3. Oversight of all staff professional development.
<i>Policy Management</i>	<ol style="list-style-type: none"> 4. Assist with the development and management of EBPHA policies and procedures, review and amend annually.
<i>Health and Safety</i>	<ol style="list-style-type: none"> 5. Ensure EBPHA meets the requirements of workplace safety and ensures a safe environment for all staff and contractors. 6. Health and Safety matters are recorded and reported. 7. Participate and keep informed of all Health and Safety requirements.
<i>Complaints Officer</i>	<ol style="list-style-type: none"> 8. Complaints, Incidents and Accidents are documented and investigated, if necessary, in accordance with EBPHA policies.
<i>Risk Management</i>	<ol style="list-style-type: none"> 9. Ensures EBPHA Risk Management Register is monitored and kept up to date. 10. Undertake all work as directed by the Chief Executive and requirements by EBPHA staff.
<i>Project Management</i>	<ol style="list-style-type: none"> 11. Taking the lead on projects as required.

Relationships	
Internal:	<p>Chief Executive</p> <p>EBPHA Board</p> <p>EBPHA Staff</p>
External:	<p>General Practices</p> <p>EBPHA Contractors</p> <p>Te Whatu Ora / Te Aka Whai Ora</p> <p>Ministry of Health</p> <p>Iwi and Māori organisations within the Eastern Bay of Plenty</p> <p>Other PHO staff</p> <p>Regional and national forums</p> <p>Community organisations</p> <p>Local authorities</p> <p>Health service providers</p> <p>Other government agencies</p>
Key Accountabilities and Competencies	Key Activities / Decision Areas / Achievements
1. Human Resources.	Ensures all aspects of Human Resources are managed including recruitment, adverts, interviews, orientation, personnel files, training registers, administration, and preparation for staff performance reviews.
2. Workplace culture and practices are sustainable and focused at all times on meeting stakeholders' needs.	<p>Abide by the policies and management practices that promote sustainable high performance against the strategic objectives of the organisation.</p> <p>Create a workplace environment that encourages staff to do their best work and enables them to enjoy their work.</p> <p>Keep abreast of current political and international trends and issues affecting the health sector.</p>
3. Relationship Management	<p>Effective working relationships with the contractual key stakeholders are developed and maintained i.e. MoH, and any other relevant organisation/agency.</p> <p>Co-operative relationships with local Māori and Iwi Services are fostered to identify and help meet the needs of the community.</p>
5. Reporting	<p>Reporting requirements are fully understood, planned, and completed.</p> <p>Reports simply and accurately demonstrate outcomes and objectives required.</p> <p>All reporting requirements for the EBPHA and MOH are completed on time.</p>

6. Health and Safety	Displays commitment to the Workplace Health and Safety Programme Policy and relevant procedures through promotion, active planning, and support.
7. Treaty of Waitangi	Service activity, development and implementation are undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection, and participation. Consultation is undertaken with appropriate Māori communities.
8. Interpersonal skills	Personable and friendly, relates well to most people. Builds an effective level of rapport with people within a short period of time. Reads situations effectively, and tailors their responses to reflect the needs of the situation. Effectively communicates in situations requiring tact and diplomacy. Is able to communicate complex and involved (e.g. technical, medical) ideas to others.
Essential Qualifications	Key Activities / Decision Areas / Achievements
Academic Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in Human Resources
Experience, Skills and Attributes	<ul style="list-style-type: none"> • Proven experience in Human Resource Management (2+ years) including interviewing, development of Job Descriptions, orientation, payroll, Risk Management, Health and Safety and resolution of employment issues • Strong background in recruitment • A good understanding of employment legislation • Experience coaching and advising line managers • Demonstrated honesty and integrity • Good working knowledge and skills related to current office technologies • Good knowledge of structured financial reporting and interpretation • Strategic thinker • Politically aware • Capable of appropriately balancing employee and the organisation's needs • Understanding of the Treaty of Waitangi partnership principles in a health sector environment and how to apply them • Basic knowledge of tikanga/kawa as a minimum

Desirable Qualifications	Key Activities / Decision Areas / Achievements
Academic Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in finance and/or business-related fields
Experience, Skills and Attributes	<ul style="list-style-type: none"> • Experience in the health sector, preferably in the New Zealand context • Personal desire to make a significant difference to the health and well-being of communities • Adaptable to a changing and highly political sector