



Position Description – People and Development Co-ordinator

Our Values

Core values flow from our history and Whakapapa, they inform our sense of service to our Iwi, they drive behaviours and how we interact with our sense of purpose. These values grow from Tūhoe beliefs, traditions, customs, and context for ensuring the permanence of Tūhoetana, Te Mana Motuhake o Tūhoe.

Working with Us

Working for Te Uru Taumatua blends today and tomorrow challenges and comes with the responsibility to equip a future generation fit for its time. People who choose to work with us will know humble courage, have future sighted eyes, and have a work ethic second to none to bring about wellness in others.

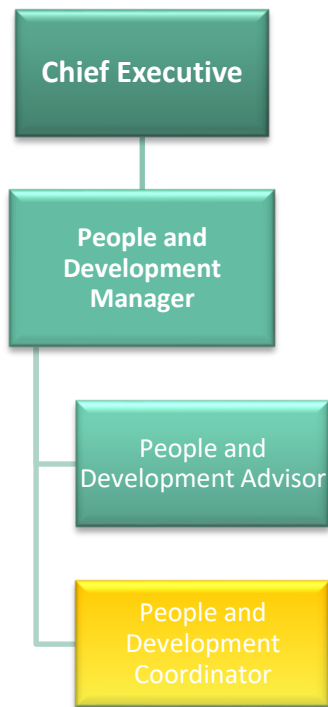
Our Responsibilities

Anamata:	Our sense of belonging is strong, our strength is measured by a willingness to share it.
Onukurani:	Our responsibility to Te Urewera makes us resilient deserving people.
Iwi:	Our ability to care about ourselves, helps us care for others and all things around us.
Whairawa:	Our livelihoods are regenerative, they reconcile our lifestyles with Tūhoe values, virtue, and instinct.

About this role

Reports to: People and Development Manager

Reporting to the People & Development Manager, you will be responsible for coordinating and supporting the People and Development team to deliver effective People & Development services that enable organisational capability, performance and standards of excellence that support the achievement of the Tūhoe Te Uru Taumatua vision, values and objectives.



What we are wanting to see

A People and Development Team that is organised, proactive and efficient brought about through effective coordination and operating with a sense of connectedness, having a vested interest in supporting the other in our mahi to best meet the needs of the organisation.

Taking Care of our People Needs	Mahi – The Expected Standard
	<ul style="list-style-type: none">• Contribute to the design and implementation of quality People strategies, policies and practices that enable an honest mirror measurement of capability and a thirst to improve by way of employee commitment, competence and performance in achieving Tūhoe - Te Uru Taumatua values and goals.• Work with People and Development team to provide advice to teams on formal and informal capability development exposure, initiative and growth. Facilitate buy-in and personal responsibility to capability needs.• Support People and Development team to formalise capability development programmes.• Adhere to operational processes that facilitate the required culture and outcomes in but not limited to; health and wellbeing, recruitment and selection, induction, training and development, leave management, policy development and performance management.• Actively contribute as a member of the People and Development Team providing visibility on development, capability and improvement status of people and teams.
Matching the Right Roles with the Right and Ready People	Mahi – The Expected Standard
	<ul style="list-style-type: none">• Coordinate the delivery of the recruitment and selection processes end to end supporting organisational demands as required. This will include drafting of advertisements, collation of applicant CV's, acknowledging applicant interest in roles, and coordination of interviews.• Coordinate the effective delivery of pre-employment checks aligned to the recruitment policy and standards i.e. this will include monitoring and liaising with external agencies.• Coordinate and contribute to the development and delivery of induction programs for new staff.• Coordinate induction programmes to support the transition of new staff to a TUT context.• Coordinate exit processes, sharing ideas noted for continuous improvement with People and Development team.

Performance Management and Development Programmes	Mahi – The Expected Standard
	<ul style="list-style-type: none"> • Coordinate the capability and development cycles for all kaimahi enabling the flow of feedback between team members and managers. • Contribute to capability programme improvements. • Enable effective communication of learning outcomes and support the tracking of progress within the capability cycle for each kaimahi.
People and Development Functions	Mahi – The Expected Standard
	<ul style="list-style-type: none"> • Maintain robust HR records ensuring adherence to document management standards, legislative obligations and respecting privacy. • Prepare reports as and when requested i.e. leave variances, leave trackers, compliance, trends, employee engagement surveys. • Maintain the organisational structure records ensuring accuracy and relevance at all times. • Maintain the official records detailing user network access privileges and requests. • Provide administrative support to people and development manager and wider team as required.
Skills Development	Mahi – The Expected Standard
	<ul style="list-style-type: none"> • Work with the People and Development team to Identify skill development opportunities throughout a range of TUT and Tribal work streams and projects, including but not limited to; villages; quarrying; roading; water; nahere living systems; medical; home repairs; planning; and engineering. • Contribute to the annual planning of annual priorities so that needs are identified, ordered and connected with Tūhoe goals and priorities.
Special projects	Mahi – Expected standard
	<ul style="list-style-type: none"> • Contribute to organisational projects as and when required.
Quality – Expected Standard	
<ul style="list-style-type: none"> • Support the People and Development team in the development, promotion and implementation of organisational policy and standards. • Support payroll and like functions such as new starters, exits, remuneration reviews in a timely, accurate and confidential manner. • Review, evaluate and set personal performance objectives and take responsibility for own personal development. • Keep up to date with new legislative requirements, external influences, best practice and HR professional trends and issues. 	
Special Circumstances – Expected Standard	
<ul style="list-style-type: none"> • There may be travel and overnight requirements from time to time to support off-site based operations, attend training or other relevant meetings. 	

<ul style="list-style-type: none"> The nature of this role and organisation's unique culture and operating environment requires the incumbent to be flexible, adaptable, collaborative, and possess strategic long and short term thinking. To be successful in the role requires the desire to learn new perspectives, be focussed on the improvement of others and be proactive in your support of the P&D team. 	
Personal Development – Expected Standard	
<ul style="list-style-type: none"> Take responsibility for own personal development including be responsible for articulating own support needs. 	
Performance – Expected Standard	
<ul style="list-style-type: none"> Performance indicators will include both quantitative and qualitative measures as agreed through the capability and development process, based on this position description. 	
Problem solving – Expected Standard	
<ul style="list-style-type: none"> Proactively coordinating the People and Development team to enable them to focus on the sustainable development of people, culture and resources within an environment of rapid growth and change. 	
Accountability – Expected Standard	
<ul style="list-style-type: none"> To the People and Development Manager for performance and outcomes of the position. 	
Compliance – Expected Standard	
<ul style="list-style-type: none"> Privacy Act – Ensure confidentiality and privacy of all information is maintained at all times Health and Safety – Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. Complies with relevant safety legislation, policies, procedures, safe systems or work and event reporting. Reports all incidents / accidents, including near misses in a timely fashion. Proactively work to build and maintain meaningful working relationships within the Tūhoe -Te Uru Taumatua team through active participation, discussion, open and honest communication and knowledge sharing. Actively promote the vision, values and aspirations of Tūhoe in all dealings with internal and external stakeholders. Licenses – Hold a clean and current car drivers license Business improvement – Seek to offer input into business decisions through active participation and recommending where appropriate, process improvement opportunities as and when they arise. 	
Relationships – Expected Standard	
Internal:	External:
<ul style="list-style-type: none"> Chief Executive Group Managers Te Uru Taumatua Kaimahi Tūhoe Tribal Authorities Tūhoe people 	<ul style="list-style-type: none"> Tribal Authorities and Management Existing Tūhoe-Te Uru Taumatua stakeholders, such as community groups, trusts, district councils, government agencies and business partners.

	<ul style="list-style-type: none"> • ITO's, training providers and apprenticeship partners. • Relevant industries • General Public
Kaupapa	Expected Standards
Competencies	<ul style="list-style-type: none"> • Forward-thinker – is proactive, looks ahead and anticipates the needs of the team. • Clear communicator – uses clear verbal and written communication and active listening to deliver outcomes and builds relationships. • Passionate Organiser – finds joy in knowing things are well organised and planned. • Role-model of professional standards – demonstrates clear understanding and application of People and Development best practice. • Nimble achiever – completes tasks and responsibilities efficiently and adapts to changes as they arise and effectively manages competing priorities. • Creative collaborator – contributes ideas and shares outside of the traditional box thinking, to build team synergy and improve organisational outcomes

Knowledge, Skills, Abilities and Experience	
Essential	<ul style="list-style-type: none"> • Relevant tertiary qualification or 2 years' experience in HR/ People and Development or similar. • High level of computer literacy across MS Office applications. • Proven communication and interpersonal skills. • High level of skill in the areas of organising, problem solving and initiative. • Open, honest, calm, down to earth, and engaging manner.
Desirable	<ul style="list-style-type: none"> • Understanding of Tūhoetana. • Experience in Payroll. • Experience with HRIS software. • An advanced tertiary qualification.

People and Development Coordinator Name:	
Signature:	
Date:	
Chief Executive Name:	
Signature:	
Date:	