



OUR VISION: To use the past, present and future technology, and ingenuity of Aotearoa to educate and inspire the innovators of tomorrow.

- KIA WHAKATŌMURI TE HAERE WHAKAMUA -

Position: People & Culture Coordinator

Reports to: People & Culture Manager

PURPOSE OF THE ROLE

Reporting to the People & Culture Manager, the People & Culture Coordinator provides a high level of support and assistance to the MOTAT Team in the preparation and coordination of HR and DEI-related activities and processes.

The People & Culture Coordinator is further responsible for HR coordination and updates to the HRIS and coordinates recruitment, orientation, and other HR and Diversity Equity and Inclusion (DEI) related assignments, as well as taking a lead on People & Culture projects and initiatives.

RESPONSIBILITIES

PEOPLE & CULTURE

- Coordinate and provide support for MOTAT's People & Culture processes including recruitment, selection, orientation, and performance for the Museum ensuring compliance with MOTAT policies and procedures.
- Provide practical, accurate, and professional advice to the MOTAT Team in the application of People & Culture policies and procedures.
- Efficiently maintain the centralised database of employee information (BambooHR) to assist the People & Culture team in supporting the MOTAT Team efficiently and effectively.
- Maintain best practice in recruitment and selection processes, including making offers of employment and declining applicants in a timely and professional manner.
- Take responsibility for the organisation and coordination of recruitment assessment centres for multiple vacancy recruitment, as required.
- Assist in the planning and delivery of team events and appreciation initiatives throughout the year.
- Support managers to develop and offer internship and graduate opportunities within their teams.
- Organise internal and external staff training and, where applicable, deliver training to identified groups; for internal training book venue(s) and catering, and prepare resources, as required.
- Coordinate and further develop the MOTAT orientation programme, working closing the Kaupapa Māori team to ensure te ao Māori is well considered.
- Take the lead on identified People & Culture projects including projects related to MOTAT's DEI Programme and other key areas of focus.
- Prepare People & Culture metric data and operational reports, as required.
- Maintain MOTAT Team Member hard-copy files, as required, and ensure that appropriate and thorough electronic file management within HRIS is adhered to.

- Administer HR documents, ensuring this is completed promptly to best support the efficiency of the team.
- Work closely with the People & Culture Manager to evaluate the results of the annual engagement surveys.
- Get involved in and/or lead HR and DEI projects, as requested by the People & Culture Manager.
- Assist with the delivery of wellbeing activities and programs, working closely with the Health & Safety Coordinator to achieve this.
- Participate in cross-functional work teams, as required.
- Keep up-to-date with developments, legislation, and regulatory changes relevant to HR and DEI.

PAYROLL

- Maintain the information in the payroll system, to ensure that MOTAT's Datacom Consultant has the information required to run each payroll accurately and efficiently.
- Update BambooHR and Datacom payroll information promptly and accurately, including KiwiSaver information and tax codes.
- Take the lead or complete second checks on each fortnightly and monthly payroll.
- Set-up new MOTAT Team Members in the HRIS and payroll systems, as required.

GENERAL ADMINISTRATION

- Complete filing, photocopying, and other general administrative tasks for the People & Culture team.
- Schedule, coordinate, and attend inter-departmental and external meetings and MOTAT Team events.
- Stock take, order, and coordinate the distribution of uniform, badges, and business cards.
- Follow all museum policies and procedures including but not limited to Health & Safety and the Museums Aotearoa's Code of Ethics.
- Undertake any other duties as may be required to ensure that MOTAT's business objectives are met.

KEY PERFORMANCE INDICATORS

- People & Culture tasks completed in a timely, accurate, efficient, and courteous manner.
- All enquiries responded to promptly and accurately and information is communicated in an effective and well organised way.
- Effective and timely completion of key deliverables and projects, to budget and on schedule.
- MOTAT Team Members receive required information on time and in a format that is useful and appropriate.
- Efficient organisation of the recruitment, selection and orientation process as expressed through manager's feedback, orientation feedback forms and recruitment reporting data.
- Accurate and prompt administration of HRIS and payroll information.
- Confidentiality, security of data, and discretion is exercised and maintained at all times.

KEY RELATIONSHIPS / DELEGATED AUTHORITY

Responsible for: n/a

Internal Liaison: People Managers, MOTAT Team

External Liaison: Job Applicants, Recruitment Agencies, Training Providers, Suppliers

BUDGETARY AUTHORITIES

n/a

SKILLS & EXPERIENCE

- Broad experience of HR administration and a demonstrated understanding of the employment life cycle.
- Demonstrated understanding of human resource policies, practices, and relevant employment legislation and the ability to convey this to a different audiences.
- Strong organisational and administrative skills with the ability to priorities multiple tasks and meet competing deadlines.
- Excellent communication skills; demonstrated ability to communicate and work well in a team.
- Outstanding interpersonal skills with a demonstrated ability to relate to people at all levels and an ability to develop positive working relationships.
- High degree of computer literacy and demonstrated competence in Microsoft Office applications (Excel, Word, PowerPoint, Outlook).
- Demonstrated high ethical standards regarding confidentiality when dealing with others and managing personal information.
- Experience administering a payroll system and/or HRIS (BambooHR or similar) would be beneficial, but not required.
- Human Resources degree (or similar) would be beneficial, but not required.

Ō MĀTAU UARA OUR VALUES

AUAHATANGA <i>INNOVATION</i>	We will be courageous and try new things.
NGĀTAHITANGA <i>COLLABORATION</i>	We will work as a team that respects and supports others.
MOTUHĒHĒTANGA <i>INTEGRITY</i>	We will act ethically and with respect and transparency.
PŪMAUTANGA <i>SUSTAINABILITY</i>	We will foster knowledge and promote technology that is beneficial to our community and environment.

This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.