

PEOPLE COORDINATOR



REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Director People Experience,	New Zealand	None	Strategy, People and Partners (SPP)

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

To coordinate an exceptional employee experience to our people, resulting in an engaged and committed group of people, growing NZ companies bigger, better and faster.

WHAT'S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Coordinating the successful recruitment experience for new and existing employees, including all offer & people letter management and managing the pre-employment documentation process globally.
- Providing assistance to the Talent Acquisition team when required, including requesting background checks, psychometric testing and advert posting.
- Providing exceptional customer centric support to candidates and hiring managers to ensure the process of recruitment is seamless.
- Managing general enquiries from our people, including managing the People inbox and triage enquiries to the appropriate team members.
- Providing technical improvement and troubleshooting support across all Talent Acquisition Platforms, including all advertising channels and ATS.
- Administering databases, systems, and processes for management of information (this includes personnel files, and training information), data and projects, ensuring all information is kept up to date and is accurate and streamlined so we are in alignment with our Privacy Policy.
- Providing ad hoc support across the People teams when required.
- Co-ordinating support for a range of People initiatives that are designed to deliver our People Strategy, including administration support for annual performance and remuneration reviews and key projects.
- Identifying opportunities to improve processes and systems to deliver a better experience for our people across the wider People team.
- Provide support to the Learning and Development Coordinator, and Global Relocations Advisor in busy periods and cover when required.
- Support the Advisory team to deliver HR advice to the organisation.
- Be familiar with the general tasks of other team members to assist with cover when they are on leave.

Success in this role means:

- Outstanding People service delivery – you bring value and manaaki to the People team by providing a world-class service to NZTE, from the moment they join to the moment they leave.
- Feedback from our people is consistently positive and they are advocates for the People team.

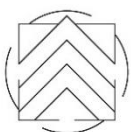
WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

- **Customer-focused** - An ability to manage multiple needs, priorities and expectations to deliver to a high standard and a proactive approach, actively seeking work or identifying ways to improve processes, systems and practices. Experience in administration / event / project coordination.
- **Flexible** - Able to be proactive and reactive all at the same time, managing multiple priorities and eliminating roadblocks without being knocked off balance by the unexpected. Can effectively cope with change, can decide and act without having the total picture. Ability to be self-directed and motivated, counted on to get the job done among tight and competing deadlines.
- **A problem solver** - use initiative, be forward thinking and decisive with decision making while staying cool under pressure. Super attention to detail, incredibly accurate and with great presentation skills.
- **Digitally savvy** - comfortable using different technologies, with experience in Excel a bonus.

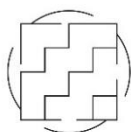
Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

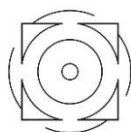
It's when these five characters work together that we truly become One Global Team - that's the real superpower of our organisation and how we achieve so much for our customers.



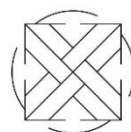
AMBITION
Drives us



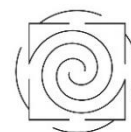
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as *"enhancing mauri to deliver impact"*.

