

Coordinator - People & Culture | Kairuruku - Ngā Tāngata Me Te Ahurea

Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngā Māori i raro i Te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahinga mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: [About Aotearoa, for Aotearoa – data that improves lives today and for generations to come](#).

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.



Role Purpose | Mō te tūnga

In your role as Coordinator People & Culture (P&C) you'll report to a People Leader in P&C and work in close partnership with the Advisors and Senior Advisors across the P&C functions including, the Advisory, People Experience, Payroll and the RATA team, to provide administration, coordination services and support. This includes building trusted relationships with the P&C team, our people, applicants, people leaders and suppliers. Requirements in your role may change with the needs of the organisation.

The key focus of this role is to become our team's Recruitment system expert, providing seamless support across Recruitment processes, including advisory and payroll workflows. You'll take ownership of recruitment administrative tasks including interview bookings, pre-employment checks, offer process and onboarding, administer critical tools like SharePoint, and serve as the trusted first point of contact for recruitment enquiries.

Key Outcomes	Accountabilities
You are the trusted point of contact for first level P&C enquiries, forming trusted relationships across Stats NZ and connecting customers and suppliers with the right information, people and services across the P&C branch.	<ul style="list-style-type: none">Provide our people and leaders with first-level advice and support on policies, process and legislation and/or any ad-hoc queries relating to P&C.Ensure advice and responses are timely, lawful, and consistent with legislation, our strategies and policies.Draft employment documentation including offer paperwork, employment agreements, variation letters ensuring a consistent and compliant approachBe the point of contact for position management and accurate data in our systems, ensuring our data integrity is maintained.Analyse existing HR processes to identify inefficiencies and areas for improvement.Develop and implement streamlined processes to enhance HR operations, Leveraging technology and tools to automate.Broker and connect our people, applicants and managers with information, services and people who can offer expert advice, guidance and support.Actively build and enhance relationships with hiring managers across the organisation.Support the implementation of HR initiatives, policies and procedures, including cyclical deliverables
Effective delivery of group specific or organisation-wide practical fit-for-purpose P&C solutions, initiatives and processes.	<ul style="list-style-type: none">Understand the current P&C offering and issues, research the options and work with your Business Partner (or another appropriate colleague) to design practical fit-for-purpose solutions.

	<ul style="list-style-type: none"> Support P&C Team projects to develop practical fit-for purpose solutions, initiatives, programmes and processes. Have a continuous improvement mindset to look for improvements and efficiencies to our systems and processes.
<p>Build personal capability in P&C, Peer support P&C Advisors, and provide support, information and guidance to the wider team.</p>	<ul style="list-style-type: none"> Proactively develop knowledge and look for opportunities to gain experience across all aspects of P&C to ensure your level of practice. Proactively share strengths, experience and knowledge across the team and with the wider P&C team. Provide peer-review and be a sounding board for others in the P&C team.
<p>Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.</p>	<ul style="list-style-type: none"> Actively supports our Strategy, Mana Ārite Relationship Agreement, Statistics Act 2022 and abides by other policies. Actively supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles. Actively demonstrates The Way We Work principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation. Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.
<p>Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptions.</p>	<ul style="list-style-type: none"> Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and actively support others to support this. Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> Impartial – treating people fairly without personal favour or bias. Accountable – taking responsibility and answering for work, actions, and decisions. Trustworthy acting with integrity and being open and transparent. Respectful – treating all people with dignity and compassion, acting with humility.

	<ul style="list-style-type: none"> ○ Responsive – understanding and meeting people's needs and aspirations.
Demonstrated commitment to Health, Safety and Wellbeing while at work.	<ul style="list-style-type: none"> ● Take personal responsibility for your own health safety and wellbeing. ● Ensure your actions or lack of action do not adversely affect the health and safety of others. ● Report any incidents, near misses or any other concerns relating to health safety and wellbeing. ● Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.

Person specification | Ngā āhuatanga e hiahiatia ana e mātou

Core requirements

- A relevant tertiary qualification and/ or equivalent relevant experience
- At least 3 years' experience in a People & Culture/ HR role or a general administration or coordinator role role.
- Understanding of the key legislation associated with People & Culture; such as employment legislation, health & safety or payroll.
- Experience using everyday office software including a laptop/tablet, phone, Microsoft suit of products e.g., Outlook, Word, Excel, Intranet, online communications channels for meetings and chat.
- Proven ability to prioritise and manage competing workloads.
- Proven ability to build and maintain relationships within an organisation
- Customer centric, people focussed and committed to cohesive working relationships.
- Excellent time management and ability to ask for help when needed
- Resilient and flexible, you thrive in a dynamic and complex environment
- An open and fresh approach, a growth mindset and inclusive and collaborative style
- Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
- Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.

Desirable

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.

People & Culture Team | Ngā Tāngata Me Te Ahurea

