

UNIVERSITY OF OTAGO
Te Whare Wānanga o Otāgo

JOB DESCRIPTION

ROLE TITLE:	HR Administrator
DEPARTMENT:	HR Administration, HR Services
SCHOOL / DIVISION:	HR Division
REPORTS TO:	HR Administration Manager
DIRECT REPORTS (FTE):	0.0 FTE
INDIRECT REPORTS (FTE)	0.0 FTE

1. PRIMARY PURPOSE OF THE ROLE:

Provide a client focussed, efficient and effective HR administration service by carrying out the day-to-day tasks required to support the employment of academic and professional staff.

2. ACCOUNTABILITIES:

- Undertake a range of core HR Administration tasks, in accordance with procedures, policies, legislation, and good standards of service. This includes assessing requests in order to prepare and issue offers of appointment, documenting changes in terms and conditions, documenting various leave arrangements, completing immigration documents, completing various legislative compliance processes, and administering pre-employment and credential checking.
- Contribute towards continuous improvement initiatives, implementation of collective and individual employment agreement settlements, implementation of restructures, and system upgrade/enhancement projects.
- Provide professional and timely information and advice to clients on a range of HR processes, online systems and queries. This requires analysis and depth of understanding, building positive working relationships, participating in client meetings, and presenting in a range of forums.
- Support the onboarding of new and returning employees. This includes tailoring onboarding workflows and monitoring progress.
- Work collaboratively with HR Division colleagues to deliver seamless services and support to clients. In particular, with the HR Advisory group, and Recruitment team.
- Review, analyse and verify HR documents for accuracy, making necessary adjustments or corrections through established procedures.
- Maintain knowledge of employment agreements, policy, procedures, guidelines, and legislation, in order to interpret, understand impact, provide advice, and influence decisions to best meet business needs and ensure compliance.
- Ensure all relevant documents are actioned and retained to meet information management and audit requirements. Contribute to internal and external audits.
- Confidential management of employee information including ensuring the integrity and security of data.

3. KEY RELATIONSHIPS:

Internal

- University Staff
- HR Advisory team
- Payroll team

- Promotions and Remuneration team
- Recruitment team

External

- Police Vetting Services
- Ministry of Justice
- Te Whatu Ora

4. QUALIFICATIONS & EXPERIENCE:

Essential

- Post-secondary school qualification (e.g. Business Diploma qualification (L6)) or equivalent.
- Minimum of 2 years administration experience.
- Experience in the provision of excellent solution focussed client service including the ability to effectively influence.

Preferred

- Administration experience of HR related tasks.
- Experience in online service delivery.

5. TECHNICAL SKILLS & KNOWLEDGE:

- Ability to effectively communicate across multiple mediums, including in-person and online.
- Ability to establish networks and credibility based professional working relationships.
- Confidence, ability to exercise sound judgement, and influence.
- Sound analytical skills, including an eye for detail.
- Strong command of formal, grammatical, written English.
- Proficiency in using systems and the Microsoft suite of programmes.
- Excellent organisational skills, such as time management and prioritising.
- Knowledge or awareness of relevant employment legislation i.e. Employment Relations, Holidays Act, Children's Act, Wages Protection.
- Ability to work as a supportive and co-operative team member.
- Accepts responsibility for work activities, behaviour and personal development.
- Ability to be flexible and adaptable and respond quickly when situations change.
- Commitment to the University's Values of Respect, Integrity, Curiosity, and Community.
- Commitment to the Māori Strategic Framework.
- Ability to maintain strict confidentiality.

6. SPECIAL REQUIREMENTS:

Able to work extra hours in times of high workload, should that be required.

7. DIRECT BUDGET ACCOUNTABILITY:

No direct budgetary responsibility.

8. MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

10. SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.