

# People and Safety Coordinator



*The purpose of this position is to provide a range of People and Safety services within the HR team and across the organisation.*

<b>Reports to:</b>	Team Leader, HR Business Partners
<b>Department:</b>	People and Safety
<b>Group:</b>	People and Culture
<b>Employment Type:</b>	Permanent
<b>Location:</b>	Avalon
<b>Direct reports:</b>	Nil
<b>Budget:</b>	Nil
<b>Career Path:</b>	Corporate
<b>Job Family:</b>	People and Facilities
<b>Career Step:</b>	GNS Step 4
<b>Date:</b>	October 2024

## Position priorities and responsibilities

### Coordination and administration support

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- Provide administrative support including invoice, and expense claim approvals.
- Maintain e-personnel files, ensuring documents are correctly and accurately filed.
- Ensure that all People and Safety policies, procedures, and forms are reviewed as per requirements.
- Organise meetings, including participants, venues, and catering.
- Support HR BAU processes as required.
- Maintenance of position descriptions in collaboration with the HRBPs and/or hiring managers.
- Manage documentation and onboarding for all our people (including Emeritus Scientists, visitors, students, and volunteers) from their first day at GNS.
- Manage the Emeritus Scientist annual renewal process.

### L&D and OD

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- Coordinate the delivery of culture and leadership development programmes.
- Support the organisation of training events, including liaising with training providers, logistics (venue, registrations, equipment, and catering), organising travel as required.
- Prepare, organise, and distribute materials and resources, including graphics.

- Manage the training database.
- Support engagement survey processes.
- Provide administrative support for committees including organising meetings and ensuring minutes are recorded and distributed.
- Support procurement processes as required.
- Own the overall induction processes in collaboration with the HRBPs, HSWBPs, and hiring managers.
- Assist the L&D Partner in preparing and running the induction sessions for our new people.

### **Payroll backup**

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This role will be expected to provide backup and support to the Payroll Advisor including:

- Processing the payroll when the Payroll Advisor is unavailable.
- Entering data relating to the calculation of salaries, wages, allowances, payments, other deductions and maintaining leave records.
- Making accurate and timely payroll payments.
- Assisting with payroll checking and auditing requirements.
- Extracting HR data and payroll reports from our payroll provider and manipulating this into reportable formats as required.
- Ensuring the confidentiality of all payroll records.

### **Recruitment and HR Advisor backup**

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This role will be expected to provide backup support to the Recruitment and HR Advisor (when they are unavailable) including:

- Manage the full recruitment process from position creation through to hire and offer using Workday.
- Be the first point of contact for recruitment-related queries.
- In collaboration with the HRBP's, ensure that candidates and hiring managers are proactively kept well informed through the recruitment process.
- Update people information systems as required.
- Provide international candidate care during the recruitment and relocation process by making regular contact with progress of applications, answering queries, and providing support with Contractor agreements if they are starting remotely.
- Manage relocation of international candidates to NZ, including support with Visas and Immigration (critical worker requirements), and relocation of their families and personal effects.

### **Other work as and when required**

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- Assist with metrics in producing monthly reports on People and Safety activity.
- Provide support and input to team projects.
- Any other projects/work as requested by your manager.

### **Teamwork**

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- Work effectively as a member of the team and department to support colleagues and provide coverage of functions.

- Work with others on projects.
- Support a positive culture and morale.

### **Responsibilities of all staff**

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- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

### **Key working relationships**

#### **Internal:**

- People and Safety department
- GNS Managers
- Administration team
- All other employees

#### **External:**

- Payroll provider
- Travel provider
- Other suppliers, such as training providers, PPE suppliers

### **Person specification**

#### **Skills, knowledge and attributes**

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- Known for their organisation skills and competently navigating competing deadlines and managing priorities supporting more than one group in the department.
- Advanced working knowledge in Microsoft Office applications.
- Proficient with data and can pick up new systems quickly.
- A self-starter who can apply innovative ideas and solutions to problems.
- Sound analytical thinking and execution skills.
- Strong relationship and stakeholder management skills.
- Demonstrated ability to work in a team environment, to develop and maintain effective work relationships.
- Ability to relate well to people from all cultures.
- Excellent written and oral communication skills to suit a range of stakeholders.
- Demonstrates initiative, confidentiality, and professionalism.

#### **Experience**

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##### **Essential:**

- At least 3 years' experience in a coordination or administrative support role, with a strong customer service focus.

**Desirable:**

- Payroll and/or HR experience.
- Experience in WorkDay is an advantage.

**Qualifications**

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**Essential:**

- NCEA Level 3.

**Desirable:**

- A formal qualification in HR (or related discipline) or relevant experience.

**Performance dimensions**

At a high level, GNS Science recognises six **performance dimensions**: three relate to technical capability, one relates to leadership (if applicable) and two relate to the way we work. Below are the general expectations that are the minimum standards expected of all staff. There are also expectations that specifically relate to the career step associated with the role; you can find these on GNS Online.

**Technical capabilities**

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**Scope, complexity and innovation**

- Enduring commitment to maintaining and developing skills and knowledge in area of expertise.
- Both the ability and desire to apply appropriate rigour, principles and practices to deliver quality work in a cost-effective manner.
- Acts in a manner that conveys high personal and professional standards.
- Open to coaching and feedback – incorporates suggestions to find better ways of doing things (to improve own and GNS Science performance).

**Contribution to GNS Science / profession**

- Establishes and maintains effective and collaborative working relationships – with colleagues and external individuals and groups.
- Both the ability and commitment to work in a culturally responsive and inclusive manner; respecting and valuing the diverse perspectives of individuals and groups.
- Takes an interest in early career colleagues, graduates and students – provides coaching and/or mentoring as appropriate. Supports initiatives to promote science careers.
- Prevents harm to self and others by carrying out duties safely and responsibly.

**Delivery of work**

- The ability and commitment to deliver pieces of work and projects on time to required quality, cost and benefit parameters.
- The application of appropriate project management rigour, principles and practices to delivering quality projects in a cost-effective manner.

**Behavioural expectations**

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**Manaakitanga – we do the right thing**

Champions a positive working culture. Works and interacts with colleagues, external partners, stakeholders and customers in a way that is consistent with our values:

- We are **CONNECTED** in our purpose; with each other, with partners and stakeholders and with our communities.
- We are **INSPIRED** by our work to explore, challenge, innovate and aim higher.
- We are **EMPOWERED** to be our best – valued for our differences, encouraged to contribute and enabled to grow and develop.

#### **Bicultural commitment**

- As a Crown Research Institute, GNS Science is committed to partnering with iwi/hapū and Māori communities and agencies to achieve their science aspirations.
- We do this in a way that is culturally appropriate (**tikanga**) and honours Māori and non-Māori worldviews (**te ao**).

These expectations are intended to support and guide the development of individual staff.