



SOUTHLAND
DISTRICT COUNCIL

POSITION DESCRIPTION

People and culture co-ordinator - HRIS

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Manager

- Group manager people and culture

Responsible for

- No direct reports

Purpose of the role

- to provide support to enable the delivery of people and culture objectives by ensuring our people systems and processes are consistent, engaging and that data analytics provide people insights to support our leaders
- responsible for the processing and analysis of employee data to ensure timely, precise and seamless payroll operations and reporting.



OUR VALUES

CREATING OPPORTUNITIES

Strive for continuous improvement

Embrace change, see it as an opportunity

Seek to learn

Question the status quo

TAKING OWNERSHIP

Deliver on promises

Do what you say

Walk the talk

Own mistakes and learn from them

Be up front

Do the right thing at the right time

Be solution focused

WORKING TOGETHER

Demonstrate honest, open and appropriate communication

Open to feedback

Actively listening

Courageous conversations

Respecting each other

Supporting

Treating fairly

Recognising needs

Building and maintaining relationships

Sharing knowledge and expertise

BEING PROUD TO BELONG

Have a sense of belonging to SDC and the community

Have enthusiasm for Southland

Wanting the best for Southland

Be proud of what you do and how you do it

OUR VISION & MISSION

One community offering endless opportunities.

Working together for a better Southland.



KEY RELATIONSHIPS

Who does the job holder work for or interact with?

Internal Relationships

- People Managers
- Support staff within Council
- Southland District Council staff

External Relationships

- Other payroll professionals
- Council customers
- Training providers

KEY ACCOUNTABILITIES

The key responsibilities are provided as a guide only.

Performance measures for this job will need further discussion between the job holder and manager as part of the performance development process.

- take ownership for the maintenance and quality assurance of a range of people and culture organisational information and databases ensuring legislative requirements are met
- ensure correct and timely payment of wages, salaries and agreed deductions for all employees, contractors and councillors, ensuring all audit procedures and legislative requirements are being met
- identify and manage payroll risks, this includes ensuring that payroll processes are mapped, quality assurance is undertaken on data and that trained backup is in place
- support the people and culture team to plan and deliver programmes, events and other organisational initiatives
- undertake business improvement projects including system changes as required
- foster and develop positive collaborative working relationships within the people and culture team and wider organisation to provide “value add” services which contribute to the achievement of group/organisational objectives
- prepare and provide quality assurance on reports, employment agreements and any other documentation produced by the team to ensure that they are professional, error free and meet our style guide
- co-ordinate organisational training and associated logistics that ensures a seamless experience for all
- maintain an awareness and understanding of Councils business and associated projects/issues
- support recruitment processes including supporting our talent acquisition practices
- co-ordinate induction processes to ensure all employees have a consistently high onboarding experience
- continuous learning and leveraging of technology with a focus on business and service improvement
- maintain an up-to-date awareness and understanding of technical, legislative and procedural issues relevant to the role
- proactively foster and contribute to cross-group knowledge sharing opportunities
- build effective relationships with key stakeholders which reflect a positive, professional image
- proactively identify opportunities and scope initiatives to enhance our organisational culture
- champion organisational values by providing a proactive “can do” attitude and credibility within the organisation.





ORGANISATIONAL ACCOUNTABILITIES

Undertake other activities, duties or projects (including “internal projects”) as directed by your Manager/Group Manager in an efficient and effective manner.

Attend and participate in Emergency Operations training (CIMS) and contingency planning to prepare for an emergency management event and actively participating in training exercises.

Assist Council, as required, in managing a civil defence event, having due regard to the safety of your family

Responsible for the safe management of Group activities and to support and enable the CEO and the Council as a PCBU to fulfil their duties under the law.

Champion, comply and promote the Council’s health and safety systems, policies and procedures, current legislation, regulations and good practice ensuring you keep yourself, our Council and others safe.

EDUCATION & QUALIFICATION

- certificate in business studies, human resources or other relevant discipline preferred
- 3-5 years payroll experience

KNOWLEDGE EXPERIENCE & SKILLS

- systems and process savvy
- high attention to detail and focus on accuracy
- ability to efficiently and effectively deliver work within tight deadlines
- effective written and oral communication skills with advertisement/report writing experience
- strong analytical mindset with the ability to translate data into actionable insights
- experienced in interpreting and applying legislation
- ability to explain technical information in a manner that is understandable
- advanced level of IT literacy, eg advanced Microsoft Office suite
- works collaboratively with others to enhance team brand
- experienced in managing sensitive and confidential information
- a proactive customer centric approach and a can-do attitude
- growth mindset, strives for continuous improvement and creating innovative solutions.



STRUCTURE

Where does my role fit?



AGREED BY

JOB HOLDER: _____

CHIEF EXECUTIVE: _____

DATE: _____



LEADING THE WAY

