

Position Description

People and Capabilities Administrator

Reports to People and Capabilities Manager

Service/Team People and Capabilities (P&C)

About Us

Since 1980, we have supported thousands of New Zealanders whose lives are affected by alcohol, drug or other addiction challenges. We do this in partnership with tāngata whai ora (people seeking wellness) and their whānau, working together to build the lives they want.

We wholeheartedly believe that everyone living in New Zealand should have the opportunity to live life to the fullest, to feel hopeful about their future and to have meaningful relationships with friends and whānau.

Tō Tātou Matakiteinga | Our Vision

Poutia, Heretia

Tuia te muka tangata ki te pou tokomanawa

Ka tū mana Motuhake, Ka noho herekore i ngā waranga me ngā wero nui o te ao.

People, whānau and communities are connected and supported to live the lives they want, free from drug, alcohol and other addiction challenges.

Tō Tātou Aronga | Our Purpose

E hangaia e mātou he whare tumanako me ngā wāhi haumarua ka āhei i a tangata te eke ki angitu kia whaiwhakaaro ai, kia puawai, katahi ano hoki, ka herea ai te muka tangata ki a ia anō, ko te mea kē ka puta te ira tangata ki te wheiao ki te ao mārama.

We create hopeful and safe spaces for change with opportunities to reflect; learn and connect so that people can move towards a brighter future.

Position Purpose

- Enhance the employment experience of our employees through the timely and efficient coordination of key HR processes across the employee lifecycle, in particular recruitment, onboarding/induction and core training.
- Coordinate Odyssey's Student Placement programme.
- Provide high quality HR administrative support to members of the People and Capability team as required.

Key Areas of Responsibility

Area of Responsibility	Performance Measures
<p>Recruitment, Selection and Onboarding</p> <ul style="list-style-type: none"> • Effectively coordinate key aspects of Odyssey's recruitment process for vacant roles. This includes: <ul style="list-style-type: none"> ○ Liaising with recruiting managers and the P&C Advisor regarding timing and placement of advertisements. ○ Conducting phone screenings. ○ Making interview arrangements, in consultation with recruiting managers. ○ Coordinating documentation required by interview panels e.g. CVs, interview scripts. ○ Managing candidate communications throughout the recruitment process. ○ Processing all vetting requirements for shortlisted applicant and maintaining a system for ensuring these are re-checked in line with legal requirements. ○ Ensuring reference checks are completed for the successful applicant and all declined applicants are informed of the outcome in a timely manner. ○ Ensuring applicants complete and return all relevant recruitment documentation through Odyssey's online recruitment system (QJumpers) or via email. ○ Helping prepare and send out associated employment documentation to successful applicants and inform unsuccessful candidates. <p>Induction and training</p> <ul style="list-style-type: none"> • Coordinate onboarding arrangements for new employees. This includes: <ul style="list-style-type: none"> ○ Setting up new employees on Odyssey's HR Information System (HRIS). ○ Arranging email set up/logins, security IDs etc. for new employees. • Coordinate the Harirū Mai Welcome days and other core training for new employees. This involves: 	<ul style="list-style-type: none"> • Hiring managers, applicants & employees express satisfaction with service provided. • Police vetting/reference checking is completed in a timely manner. • Candidates are informed of the outcome of their application and successful applicants receive all relevant paperwork in a timely manner. <ul style="list-style-type: none"> • Harirū Mai Welcome days and other core training/development activities are

Area of Responsibility	Performance Measures
<p>Health and Safety</p> <ul style="list-style-type: none"> • Identify and act on any potential risks to self or others, including other employees. • Be familiar with and abide by the organisation’s health and safety policies and reporting procedures, ensuring others do the same as required. • Follow safe work practices, which includes the effective use of safety equipment, identification of workplace hazards and taking action to reduce or eliminate these. <p>Treaty of Waitangi</p> <ul style="list-style-type: none"> • Demonstrate knowledge and understanding of the Treaty of Waitangi and its application in this role. <p>Professional Development</p> <ul style="list-style-type: none"> • Be proactive in own professional development. • Attend relevant organisational training as required. <p>General</p> <ul style="list-style-type: none"> • Attend and contribute actively to team meetings. • Carry out any other duties that may be delegated by the P&C Manager, which are in keeping with the scope of the role. 	<ul style="list-style-type: none"> • Risks (including Health and Safety, compliance and maintenance) are identified and reported. • Plans are put in place to resolve and/or mitigate potential problems as required • Issues are escalated to relevant. manager as required. • Demonstrates understanding and compliance with organisational and legislative health and safety requirements and is proactive in ensuring employees are compliant. • Follows correct protocols when using safety equipment. • Workplace hazards are identified, and plans are put in place to reduce/eliminate these or the matter is escalated to the relevant authority. <p>Actions show knowledge and ability to apply the principles of the Treaty in the delivery of role.</p> <ul style="list-style-type: none"> • Has an individual development plan which is implemented. • Attends organisational training required for role. <ul style="list-style-type: none"> • Regular attendance at team meetings and makes useful contributions. <ul style="list-style-type: none"> • Work is undertaken and completed. Commitment and flexibility is demonstrated.

Key Relationships

Internal	External
<ul style="list-style-type: none"> • P&C Manager/P&C Advisor • L&D Lead and other members of the SLT • GM Service Delivery/Operations Managers • Clinical Managers • Kaiwhakahaere Tikanga • Other Odyssey employees 	<ul style="list-style-type: none"> • Applicants for roles • Recruitment & Training Providers • Tertiary Institutions • IT360 • HRIS provider

Person Specification

Qualifications, Knowledge and Experience
<ul style="list-style-type: none"> • 1-2 years relevant work experience, including experience of HR administration, recruitment and/or training coordination • A relevant qualification e.g. Diploma or Bachelors in HR, administration, business or psychology • Good knowledge and/or experience of using relational databases (BambooHR is preferred) • Good experience and expert knowledge of Microsoft suite applications, including Powerpoint and Teams • Knowledge of and interest in Odyssey's work • Knowledge Te Tiriti or Waitangi and an interest in learning about Māori tikanga and/or te reo • Working knowledge of NZ employment law would be useful
Skills and Abilities
<ul style="list-style-type: none"> • Strong people-focus and communication skills • Able to establish and maintain effective relationships with a diverse range of people • Excellent eye for detail • Self-motivated and able to take the initiative • Able to operate effectively in a dynamic, changing work environment • Able to show discretion and tact and high regard for confidentiality • Strong time management, prioritisation and organisational skills • Able to work under pressure, complete work on time and to a good standard • Able to work with limited supervision • Excellent IT skills and fast, accurate typing • Demonstrated cultural sensitivity and rainbow diversity awareness • Tolerance of different perspectives, backgrounds and life experiences; • Willingness to consider other viewpoints and adjust decisions as appropriate • Fluency in English • Ability to acknowledge own limitations and be proactive with own self-development

Ngā Poupou | Our Pillars

Our Pillars are the foundation of our work, guiding how we work together and with each other.

Whakawhirinaki Trust	Reliable and shows great integrity
Pono Honesty	Transparency and openness underpins all actions
Haepapa Responsibility	Achieves and surpasses goals
Matapōpore Concern	Empathic and interested in the wellbeing of others
Aroha Love	Genuinely collaborative, supportive and able to work as part of a close-knit team, including with clients/whai ora and whānau

'Let's Get Real' Skills

The table below outlines the 'Let's Get Real' framework skill level and competencies that are relevant to this role. Odyssey is committed to supporting employees to meet these competencies with the expectation that employees will be proactive in developing and demonstrating these skills.

Skill	Description	Competency Level (essential)
Working with people experiencing mental health and addictions	Is supportive of employees and clients/whai ora with mental health and addiction needs, focusing on their strengths	<ul style="list-style-type: none"> Is supportive of employees and clients/whai ora with mental health and addiction needs, focusing on their strengths
Working with Māori	Contributes to oranga and whānau ora for Maori employees and Māori clients/ whai ora with mental health and addiction needs	<ul style="list-style-type: none"> Contributes to oranga and whānau ora for Maori employees and Māori clients with mental health and addiction needs
Challenging discrimination	Challenges discrimination, & provides/ promotes a valued place for employees and clients/whai ora with mental health & addiction needs	<ul style="list-style-type: none"> Challenges discrimination and provides and promotes a valued place for employees and clients with mental health and addiction needs
Applying law, policy and standards	Implements legislation, regulations, standards, codes and policies relevant to their role	<ul style="list-style-type: none"> Implements legislation, regulations, standards, codes and policies relevant to their role
Maintaining professional & personal development	Participates in life-long learning, & personal and professional development, reflecting on & seeking ways to improve self/ team/service	<ul style="list-style-type: none"> Participates in life long learning and personal and professional development, reflecting on one's own work and seeks ways to improve self, the team/service