

POSITION DESCRIPTION

Position Title:	People and Culture Coordinator		
Reporting to:	Head of People and Culture Business Partnering		
Direct reports: Indirect reports:	0	Location:	Christchurch
Date created:	February 2025	Date last updated:	February 2025

About Us | Mō Mātou

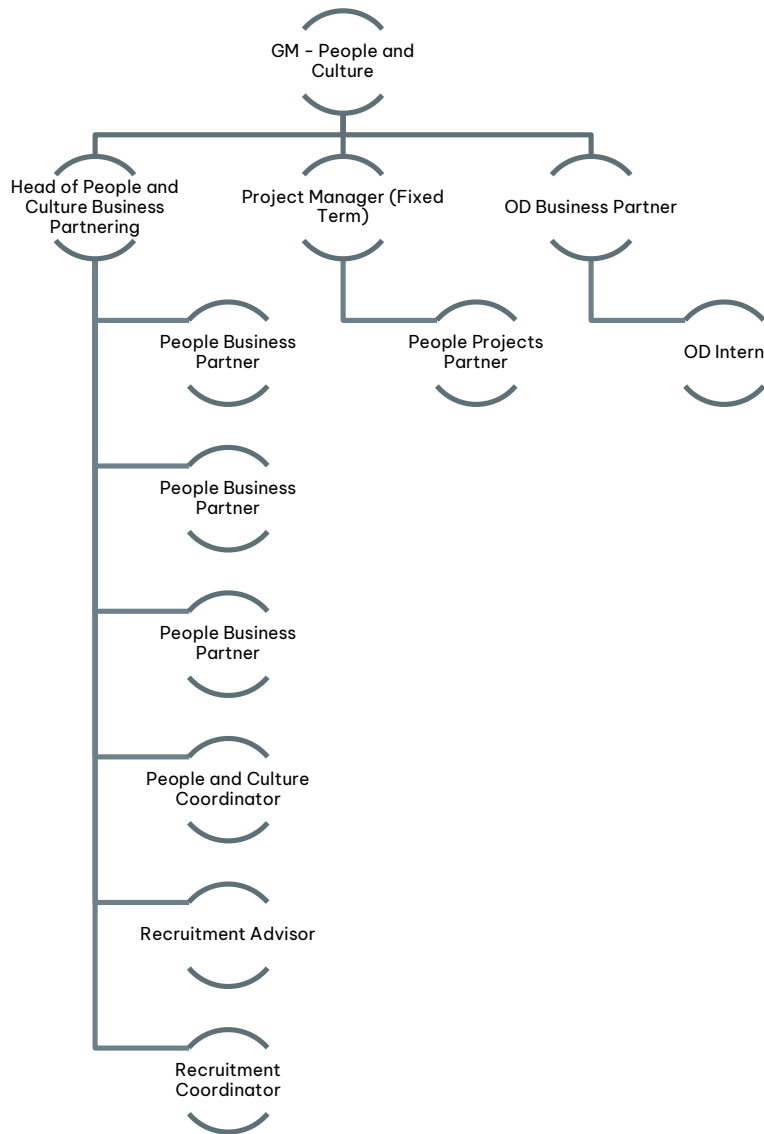
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 700 kaimahi (employees).

Towards 2030 is Citycare Property's strategy that defines the ideal future state of our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the "**High5**". These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

Primary Focus | Te Arotahi Matua

The primary focus of the People and Culture Coordinator is to provide comprehensive administrative and operational support to the People and Culture Business Partners. This role involves assisting with HR initiatives, managing employee records, coordinating HR processes, and contributing to the overall effectiveness of the People and Culture team. The People and Culture Coordinator will play a key role in ensuring the smooth execution of HR activities and fostering a positive workplace culture.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

<p>Contributing to the “Toward 2030” Strategy through the “High5” priorities</p>	<ul style="list-style-type: none"> • Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities: <ol style="list-style-type: none"> 1. We are for Social Infrastructure 2. We are a Good Kiwi Company 3. People and Their Safety are at the Heart of Everything We Do 4. We deliver a World-Class Service 5. We Build, Operate, Maintain, and Renew.
<p>Support</p>	<ul style="list-style-type: none"> • Provides administrative support to the People and Culture team in their day-to-day activities.

	<ul style="list-style-type: none"> Assists with the implementation of People and Culture initiatives and projects, ensuring alignment with business objectives. Prepares and distribute HR-related documents, such as employment contracts, letters, and policies. Coordinates and schedules meetings, training sessions, and other People and Culture-related events
Administration	<ul style="list-style-type: none"> Manages and maintains accurate employee records in the HRIS system, ensuring confidentiality and compliance. Assists with the preparation of People and Culture reports and analytics to support decision-making. Responds to employee inquiries and provide information on People and Culture policies and procedures. Supports the onboarding process for new employees, ensuring all necessary documentation is completed and inductions are scheduled.
Continuous Improvement and HR Projects	<ul style="list-style-type: none"> Contributes to the continuous improvement of People and Culture processes and procedures. Assists with the implementation of People and Culture projects and initiatives, such as policy updates and system improvements. Stays up-to-date with People and Culture best practices and industry trends. Supports the People and Culture team in achieving strategic goals and objectives.
Organisational Citizenship	<ul style="list-style-type: none"> Upholds and exemplifies Citycare Property's Values every day. Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities. Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations. Participates in the implementation of sustainability and environment initiatives within the business. Upholds and complies with approved Citycare Property's policies, plans, and programmes. Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role. Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience. Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely. and supports the best interests of the business. Establishes and maintains credibility and respect by building strong working relationships across the business. Develops and supports colleagues, being quick to identify and problem solve any issues.
Additional Duties	<ul style="list-style-type: none"> Any other duties of a similar type, as required by the Employer. From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.

Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsible for and required to:	<ul style="list-style-type: none"> Be personally responsible for your own and others' Health, Safety and Wellbeing at work.
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	<ul style="list-style-type: none"> Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. Be familiar with Health, Safety and Wellbeing procedures. Always establish and insist upon safe methods and safe practices. Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
All People leaders are personally accountable for:	<ul style="list-style-type: none"> Managing the Health, Safety and Wellbeing performance of work areas over which they have control, ensuring all work is performed in a safe manner and in a safe environment. Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace. Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies. Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident. Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.

Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> All Citycare Property kaimahi including: <ul style="list-style-type: none"> Operational Staff Support staff including Finance, Technology etc People and Culture team People Leaders
External	<ul style="list-style-type: none"> External Suppliers and Partners

Qualifications | Ngā Tohu Mātauranga

Essential	<ul style="list-style-type: none"> Tertiary qualification (NCEA Level 7) in Human Resources, Psychology or related field
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Experience | Ngā Pukenga

Essential	<ul style="list-style-type: none"> Minimum 1 year experience in a People and Culture administrative or coordinator role. Understanding of People and Culture processes and best practices. Excellent communication and interpersonal skills. Ability to manage multiple tasks and priorities in a fast-paced environment. Proficiency in using HRIS systems, Microsoft Office Suite and Canva or equivalent presentation tools
Ideal	<ul style="list-style-type: none"> Experience in a similar industry or organisation. Advanced knowledge of HRIS systems and data management.

Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

Signed by Kaimahi (Employee):

Date:

Signed on behalf of the Employer:

Date:

Disclaimer | Te Whakakape

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.