

We are seeking a dedicated and detail-oriented **Part-Time People & Culture Administrator** to join our People & Culture team.

This role is vital in ensuring the efficient and effective provision of transactional and administrative services that uphold the integrity of our People & Culture documentation and systems. The role also supports smooth administration of People & Culture business processes.

What will you be doing?

- **Recruitment Support:** Assist People Leaders with the end-to-end recruitment process, including job postings, candidate communication, and interview coordination.
- **Onboarding Coordination:** Ensure a positive experience for new starters by managing their onboarding process and facilitating a smooth introduction to the business.
- **Employee Benefits Administration:** Oversee employee benefit schemes, including the employee share scheme, life insurance, and the employee assistance program.
- **Employee Engagement Management:** Manage the Employee Engagement system by creating surveys, collating results, and reviewing/reporting on action plans.
- **Performance & Development Plans:** Administer and track the progress of Performance & Development Plans (PDPs) across the business.
- **Talent Management & Succession Planning:** Collaborate with the Head of People & Culture to develop and implement Talent Management and Succession Plans.

What will you bring?

- **Experience:** 3-5 years of experience in an administrative role within a complex organisational setting.
- **Skills:** High degree of self-motivation, initiative, problem-solving abilities, and exceptional numerical and analytical skills. Attention to detail and accuracy are crucial.
- **Communication:** Excellent verbal and written communication skills with the ability to interact effectively with individuals at all levels of the business.
- **Education:** A tertiary qualification in a relevant business discipline or an equivalent combination of qualifications and experience is preferred but not essential.

Why join us?

We are an NZX50 listed infrastructure business with a vision to be a world-class energy infrastructure company. Our business supports Aotearoa's tourism and export industry and is well positioned to participate in emerging opportunities to decarbonise Aotearoa.

- **Growth Opportunities:** Be part of a forward-thinking company poised for growth while benefiting from stable, inflation-adjusted earnings and strong cash flow.
- **Inclusive Culture:** Join a team where our values (One Team, Care, Honesty and Innovation) are integral to our operations, and where diversity and inclusivity are celebrated.
- **Engaging Environment:** Work within a supportive environment where our people are engaged and proud to be part of our Channel whānau.

What's in it for you?

- KiwiSaver employer matching contributions up to 5% on top of pay
- Income protection and life insurance cover provided by the Company
- Five days of Company Leave in addition to standard leave entitlements (pro rated to account for part time)
- Access to Employee Assistance Programme
- Flexible working opportunities
- Generous Parental Leave provisions

Want to apply?

If you are passionate about People & Culture and thrive in a dynamic, supportive environment, we encourage you to apply. via Seek with your cover letter and CV. If you would like a copy of the Position Description or more information, please contact Shelley Newey at shelley.newey@channelnz.com. Applications close 8th September 2024, but we will be reviewing applications as they come in.

We understand that neurodiversity is important for a positive and thriving workplace. Our job is to discover and support your strengths through a recruitment process that ensures psychological safety. If a typical recruitment process doesn't bring out your best, let us know. We want you to shine, not shy away.

Please note that applicants for this position should meet legal requirements to work in Aotearoa. Successful candidates will also be required to complete pre employment background checks.