

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 ([People & Culture Administrator Job in Ruakaka, Northland - SEEK](#)) with your cover letter and CV. Applications close 7<sup>th</sup> December 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.*