

Job Description

This job description describes the tasks that will be required of the job holder but does not form a part of the job holder's Employment Agreement. Due to the project-based nature of the role, this Job Description is likely to change from time to time, to ensure that the role continues to best serve CAP's Mission. Therefore, flexibility on the part of the job holder is required.

Location of the Role

CAP Head office, Penrose, Auckland, with occasional travel within New Zealand

Purpose of the Role

To provide administrative support and assistance to the People and Culture Director, and the People and Culture Team.

Key Relationships

Department:	People and Culture
Direct Manager:	People and Culture Director
Direct Reports:	None
Key Internal Relationships:	Head of Employee Relations Head of Events and Engagement Head of Facilities Head of Technology Other "Heads of" and Team Leaders
Key External Relationships:	Bamboo HR Smart Payroll (or other payroll provider) SEEK Industry bodies

Summary of Role Accountabilities

- 1) Provide administrative and practical support to the People & Culture Director and People and Culture (P&C) Team
- 2) Provide administrative support to the Head of Employee Relations for staff records, payroll administration, recruitment and onboarding.
- 3) Support the Head of Events and Engagement with administration and event tasks.
- 4) Participate in organisation-wide activities.

Role Accountabilities on a day-to-day level

1) Support the People & Culture Director and P&C Team

- Provide a wide range of administrative support to the People & Culture Director including, but not limited to:
 - i. Setting up meetings and training, taking notes, collating information for reports, preparing documents and correspondence, assisting with projects, ordering supplies
 - ii. Management of the policy register, liaising with managers to ensure that CAP Policies are created, reviewed, updated, in a timely way and that they are of a professional standard
 - iii. Assisting in the administration of privacy breaches, investigations, auditing and training
- Under the People & Culture Directors direction, assist the P&C Team with projects, events, and work overflow when required

Performance Indicators or Measurable Outputs include:

- People & Culture Director has efficient administrative support
- People & Culture Administrator effectively communicates their workflow with Operations Director who sets task priority for the role.
- Work carried out is timely, orderly, accurate, confidentiality is maintained and legislation adhered to.
- Effective communication with internal and external stakeholders, building positive relationships.
- P&C Team have effective support with projects, events, and work overflow

2) Support the Head of Employee Relations with staff records, payroll administration, recruitment and onboarding:

- Collect and record data from staff and leaders as necessary to ensure complete, accurate and up-to-date staff records, in accordance with relevant legislation and best practice .
- Manage CAP's relationship with HR Management System provider BambooHR, and act as the primary point of contact for all matters relating to BambooHR.
- Assist the Head of Employee Relations with the payroll process providing accurate and timely administrative support.
- Manage the posting of job ads and the recruitment inbox, liaising with hiring managers as necessary to ensure candidates are receiving suitable communication and progressing appropriately through the process.
- Provide hiring managers with required interview material.
- Coordinate staff inductions, ensuring process is completed.

Performance Indicators or Measurable Outputs include:

- Head of Employee Relations has efficient administrative support for staff records, payroll, recruitment and onboarding
- Work carried out is timely, orderly, accurate, with confidentiality maintained and relevant legislation adhered to.
- Effective communication and positive working relationships with the Head of Employee Relationships, managers, team leads and Finance staff

3) Support the Head of Events and Engagement with Administration and events tasks

- Provide administrative support, and carry out practical tasks, foremployee events, including staff conference and special activity days,. This may include:
 - Booking venues and liasing with chosen speakers
 - Managing invitations and RSVPs
 - Arranging catering, assisting with serving and clean up
 - Set up, assistance with activities, clean up
 - Ordering, pick up and delivery of items
 - Event/activity safety plans
- Provide administration support for learning and devopment events
- Administration for organisation culture initiatives and rythms. This may include:
 - Staff gifts and milestones
 - Surveys
 - Rosters
 - Staff communications
 - Calendar scheduling
- Oversee the updating of the staff handbook and managers handbook

Performance Indicators or Measurable Outputs include:

- Head of Events and Engagement has efficient administrative and practical support for staff events and engagement related activities and processes
- Work carried out is timely, orderly, accurate, confidentiality is maintained, safe practices and legislation adhered to.

Effective communication and positive working relationships with the Head of Events and Engagement and stakeholders related to the role.

4) Participate in organisation-wide activities.

Pertaining to Organisational Identity & Culture:

- Participate in daily and weekly prayer meetings with colleagues for the work of CAP and it's clients.
- Attend, and sometimes present at, conferences and away days to learn and grow in the work together with colleagues.
- Participate in Te Ao Māori learning and development opportunities, including within CAP.

Pertaining to Donor Relations:

- Regularly invite personal contacts to contribute to CAP's 'Life Changer' regular giving program and participate in office activities to this end, including an annual thankyou calling evening.
- If required, help out with 3-4 CAP Church Talks per year around Aotearoa, either by supporting or doing the talk.

Performance Indicators or Measurable Outputs could include:

- Consistently participates in all of the above listed activities

Requirements of the Role

Personal attributes & values

- A strong personal alignment with the foundational Christian philosophy, organisational identity, culture, and values of CAP.
- The desire to support others to achieve their required outputs.
- A learning attitude with a willingness to take on feedback, upskill and lift performance.
- Willingness to carryout simple hands-on practical tasks as well as more complex work.
- A genuine care for people, with a desire to build positive relationships.
- Ability to work with many different faith expressions, where-ever they are on the spectrum of conservative to charismatic.
- Ability to work comfortably and well in an NFP organisation that seeks to honour Te Tiriti o Waitangi in the way work is done.
- Ability to work comfortably and well in an environment which demonstrates the Christian gospel with stakeholders, shares about Jesus Christ as appropriate, and prays.
- Ability to work under time pressure, and a willingness to – when the work requires it - flexibly to work evenings, and weekends.

Skills, knowledge, expertise & experience

- Excellent oral, written and interpersonal communication skills.
- Able to effectively, and calmly, support the work of multiple people, and navigate conflicting deadlines and priorities.
- Computer literacy and intermediate level skills in Microsoft Office.
- Able to understand legislative requirements and how to reflect these in policy and practice.
- Work efficiently and effectively, with accuracy and deliver results on time
- Organise data and documents in an orderly manner
- Hold and manage confidential information appropriately
- The ability to ensure policy and process are best practice, and align with legislation and funders requirements

Job description Updated by Anna Fraser August 2022

Statement of Acceptance

The Employee will perform the duties set out in this Job Description. These duties may be modified and updated by the Employer from time to time following consultation with the Employee. The Employee also agrees to perform all other reasonable duties and comply with reasonable instructions issued by the Employer.

I confirm that I have read and understand this Job Description, and agree to abide by the duties, tasks and accountabilities within it.

Signature:

Date:

Name: