



Human Resources Coordinator

SouthSeas Healthcare Trust is an established Primary Healthcare Provider in South Auckland with almost twenty years of service to patients and their families. We offer a range of services and programmes based at our Otara clinic and in homes, schools and other communities across South Auckland. We are looking for someone to join our team and be part of an organisation that is committed to making a difference in the local community.

The role of HR coordinator will be influential in the organisation's new approach, which is focused on integrated teams, including plan and administer programs to ensure that staff have the skills and knowledge to effectively work as one unit to serve its community. The HR coordinator will be accountable for supporting recruitment of new team members, which includes advertising open positions, screening and recommending candidates for interviews and performing reference checks. South Seas is excited to recruit someone who is passionate about capacity building and has experience in designing and implementing innovative programmes that fosters team work. This role will work closely with the senior management team to identify training needs as well as communicating HR policies to the organisation.

Key aspects for the role:

- Act as a support to managers providing advice across all areas of people management including; talent acquisition, reward & recognition, performance management, colleague engagement, employee relations and learning & development across the portfolio
- Manage & support HR projects and related performance activities and implementing development plans to enhance performance of team members
- Develop career paths and succession plans for key members of the team and risk mitigation for key people across the organisation
- Manage the Recruitment & Selection activity for South Seas Healthcare Trust
- Manage the co-ordination of the bi-annual staff appraisals; follow up reports and delivery of resulting actions.
- Seek to identify and bring continuous improvements to our internal HR system and to our existing HR processes & reports.
- Support the Management of any Employee Relations matters which arise.
- Ensure compliance with employment law practices in all jurisdictions and championing HR best practice across the group.
- Co-ordinate as required on HR projects including the on-going engagement initiatives.

Applicants must also have the appropriate residency/citizenship status to work in New Zealand including appropriate work visa/permit.

A bachelor's degree in human resources, business administration or a related field is a minimum requirement for this position.

To apply for this role, please send your CV and covering letter via email to Doleen.Raj@southseas.org.nz

Applications close 15 October 2018.