

Position Description

Position: Senior HR Administrator

Department: Human Resources

Reports to: HR Manager

Direct Reports: None

Scope of Role:

The key focus of this role is to provide senior administration support to the HR team whilst also assisting the Senior Leadership Team with various PA support activities.

Key Responsibilities:

- Administering Enatel's learning and development programme "Enatalent", including assisting with course material, booking facilitators and scheduling attendees.
- Booking external training for staff, keeping track of staff professional development programmes (PDPs) and training budget.
- Coordinating events such as professional training days, company meetings, fundraising events and customer visits.
- Screening and directing phone calls as required.
- International travel arrangements including booking flights, hotels and transfers.
- Support to Senior Leadership Team, including but not limited to event planning, organising catering and calendar coordination.
- Recruitment administration support.
- Health and Safety administration support.
- HR documentation and drafting such as updating company policies, HR reporting, updating training and safety registers, assisting with employment agreements and internal business communications.
- Supporting onboarding of new staff with induction programmes and new starter packs.
- Meeting preparation including formatting agendas, briefing notes and board papers.
- "Owning" administration of the HR calendars e.g. the culture and wellbeing calendar, training calendar and health and safety calendar.
- General administration on an as required basis.

General:

- Other internal HR/Corporate Services tasks as required.
- Any other reasonable tasks and duties as requested from time to time by your Manager and/or the business.
- Contributes to the achievements of department goals and objectives.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- As a member of the HR Team, you will be a leader in H&S and exhibit H&S leadership and responsibility at all times.
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> • HR Team 	<ul style="list-style-type: none"> • Training providers
<ul style="list-style-type: none"> • All Employees 	<ul style="list-style-type: none"> • IDEAL (parent company) employees for reporting and HR related matters
<ul style="list-style-type: none"> • Senior Leadership Team members 	<ul style="list-style-type: none"> • Contractors and service providers
	<ul style="list-style-type: none"> • Travel and booking agents

Person Specification:

Attribute	Essential	Desirable
Skills & Attributes	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Ethics & Values - Has an appropriate and effective set of core values and beliefs, and acts in line with those values both in good and bad times • Learning on the Fly - the ability to learn quickly in a new environment. 	<ul style="list-style-type: none"> • Ability to draft company policies and employment agreements • Excellent minute taking ability and experience reporting to a corporate board • Experience with running small projects and/or coordinating company events.

	<ul style="list-style-type: none"> • Integrity and Trust – Is seen as a direct, truthful individual; is widely trusted. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Process Management - good at figuring out the processes necessary to get things done. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. • Organising and Planning -Uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals. • Professional – appreciates the professionalism required and confidentiality aspects of role and maintains this at all times. 	
Experience & Knowledge	<ul style="list-style-type: none"> • Minimum 3-5 Years' experience in a similar role • Proficient with Microsoft Office suite. • Experience managing spreadsheets at a basic level. • Experience working with multiple senior leaders. • Comfortable with powerpoint and creating presentations for staff (with the assistance of the HR Team). • Knowledge of HR legislation and compliance requirements. 	

	<ul style="list-style-type: none">• Excellent organisation skills and the ability to prioritise when working to tight deadlines and under pressure.	
Qualification / Licenses	<ul style="list-style-type: none">• Applicable tertiary qualification would be an advantage.	