Employment Relations Team Co-ordinator

Position Details

Reports to: National Manager, Employment Relations

Location: Police National Headquarters

District/Service Centre: People and Capability

Shift work/non shift work: non-shift work

Group: Employment Relations

Remuneration range: Band C

PHPF Level Purpose: Individual Contributor

Employee Type: Police Employee

Direct reports: Nil

Delegated financial authority: Nil

Context

New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety. We work in partnership with individuals, communities, businesses and other public sector agencies to achieve our vision of Safer Communities Together.

The purpose of the People & Capability Group is to enable Our People to deliver Our Business.

The Employment Relations Team within the People and Capability Group in New Zealand Police provides legal and expert advisory and support services to enable Our People to deliver Our Business.

Purpose

The primary purpose of this role is to provide administrative support to the National Manager Employee Relations and the wider Employment Relations Team.

Accountabilities

1. Be safe and feel safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in MyPolice in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training

2. Service Delivery

Management Support

- Supports National Manager to coordinate diary and distribution of weekly schedules
- Manages and organises National Manager's email, internal and external communications
- Manages National Manager's central filing and bring up system
- Supports National Manager in preparing for meetings and special projects

- Coordinates and prepares routine correspondence, confidential documents and reports
- Priorities issues for the National Manager's attention
- Prepares documentation and presentations for reporting, research and/or analysis purposes
- Monitors payment of accounts and assists in budget monitoring
- Provides general support in respect of National Manager's administrative tasks, including recruitment processes
- Proactively considers and implements activities that provide additional value to National Manager

Team Support

- Arranges ER team meetings, prepares team meeting agendas, takes and distributes any minutes or outputs arising from team meetings
- Ensures timely provision of management reports and supports team in preparing dashboards and reports as and when required
- Assists in the monitoring of team leave and other HR administrative tasks
- Assists team in management of Official Information and Privacy Act requests
- Manages team tools and resources as and when required (office equipment, stationary supplies, contact lists)
- Coordinates travel and accommodation requirements
- Proactively offers support and assistance
- Supports team to ensure files and documents are managed and archived
- Supports the team in its implementation of the Police High Performance Framework (both substantively and administratively)

3. Customer Service

- Responds to queries professionally, promptly and in accordance with the Employment Team ethos of being approachable, easy to work with and fun
- Ensures confidentiality and discretion when dealing with sensitive information
- Uses tact and diplomacy when dealing with colleagues, staff and customers
- Engages with those who interact with the team with professionalism and integrity

4. Team Work

- Works effectively and for the benefit of the whole team, and provides support and assistance outside this position description as and when required
- Contributes positively to the culture of the team, which is high performing and committed
- Role models the values of the organisation and the Police High Performance Framework

5. Relationship management

- Establishes and maintains contact with appropriate personnel in relevant external agencies, including Service Organisations, other Government agencies and external lawyers.
- Communicates and promotes the role of Employment Relations with individuals and organisations

The successful applicant can expect to build and maintain relationships across the Public Service, and the Police Association and other unions in particular. Critical relationships for this role will be within People and Capability, Police Professional Conduct, District Commanders and other National Managers.

Additional Requirements

For selection purposes, candidate suitability will be considered in relation to:

1. potential to perform well in the position, given a reasonable period of time for familiarisation and/or training.
2. personal attributes and temperament relevant to the position.
3. general health which will allow for the performance of all duties and functions of the position (for constabulary employees a current PCT is an indicator of general health).

Pre-Employment Checks

- A non-core Children's Worker security check is required