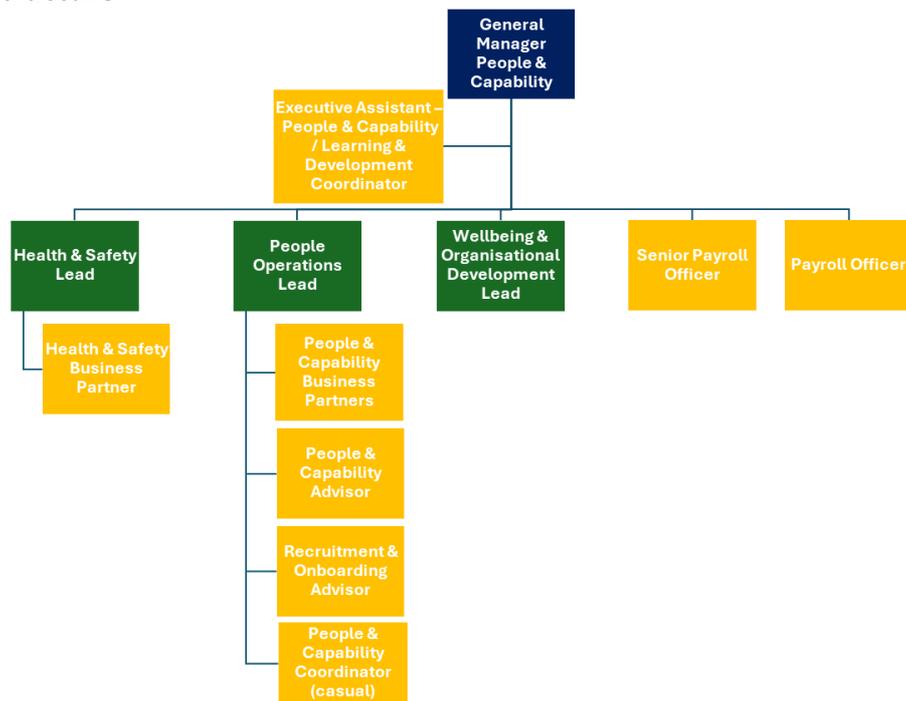


Position Description: People & Capability Coordinator

Business Group	People & Capability
Reports To	People Operations Lead
Direct Reports	Nil
Date	March 2026
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The purpose of the People and Capability Coordinator position is to assist the People and Capability unit in the effective provision of all Human Resource related functions across the Timaru District Council.

This role will provide an exceptional candidate experience, fostering employee engagement and cultural alignment from the beginning of the employee life cycle.

Key Relationships / Customers

External	Internal
Members of the public	General Manager – People and Capability
Advertising / Marketing Agencies	People and Capability Unit
Training Providers	Unit Managers
Contractors	All TDC Staff
Counterparts of other Government Authorities	

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. In all activities, take the point of view of the end user to drive a positive customer engagement and experience, internally and externally.
2. Coordinate the recruitment of staff to ensure the successful operation of the organisation and that all recruitment timeframes are met.
3. Prepare all employment agreements, letters of offer and variations to new and existing employees, including updating agreements with legislative changes as required. Undertake a quality assurance review to ensure all outgoing employment documentation meets the relevant legislative requirements.
4. Assist with employment legislation and union documentation.
5. Create job advertisements that showcase the Timaru District Council Brand, optimise the role, connect and attract the best applicants.
6. Proactively work with employment advertising marketplace organisations, undertaking the monitoring of various websites for job applications.
7. Facilitate recruitment processing, recording of information, setting up and attendance at interviews and communication with potential candidates.
8. Provide human resource administration support and guidance to managers and staff during the recruitment process.
9. Track and report hiring metrics including time to hire, time to fill and completing reference checking.
10. Manage and maintain the Recruitment Management System. Liaise with software developers to implement updates and improvements.

11. In conjunction with People and Capability Advisor, promote TDC at career fairs, information days and promotional presentations, increasing Council's presence in key career and recruitment events.
12. Coordinate and implement Health & Wellbeing Strategy activities in conjunction with the General Manager.
13. Introduce newly hired employees into the organisation; facilitating engaging, leadership driven on boarding programmes that acquaints new employees with their role, their teams, organisation values and culture.
14. Periodically review all human resources records, ensuring minimum standards are met and improvements are implemented.
15. Assist the Payroll Officer to undertake operation of the computer payroll system, ensuring timely and accurate payment of wages and salaries to all staff while adhering to deadlines. Provide backup support to cover leave and absenteeism.
16. Administer the implementation of wage rate changes across the various agreements and follow up pay increments, along with assisting in keeping staff wage records.
17. Manage and maintain the police vetting process for children's workers in line with the legislative requirement's the Vulnerable Children's Act 2014.
18. Provide quarterly statistics on staff turnover, age, length of service, gender ratios to the General Manager.
19. Draft and send communications for the People and Capability unit via the intranet and email.
20. Manage the processing and response to correspondence for the General manager, including LGOIMA's as required.
21. Work closely with the People and Capability Business Partners and Wellbeing & Organisational Development Lead to provide administration and coordination support.
22. Assist in the administration of the Health & Safety Management system, including reports, staff training and updates.
23. Coordinate baseline tests for relevant staff, along with biannual eye tests and annual influenza vaccinations and keep associated records.
24. Assist with process mapping HR policies, identifying steps and decisions, looking for improvement opportunities to improve efficiency.
25. Actively participate in project management, coordination and completion of various improvement activities, in accordance with the unit business plan.
26. Actively engage in setting own goals and objectives.
27. Assist with other duties as reasonably required by People and Capability Business Partners.
28. To actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.

29. To be actively involved in Civil Defence Emergency Management when required.
30. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
31. Commitment to the principles of the Treaty of Waitangi

Formal Qualifications / Training / Experience

Minimum Qualification	Certificate in office administration or similar.
Desired Qualification	Diploma in Human Resource Management.
Minimum Experience	3 years' experience in an office environment.
Desired Experience	More than 3 years' experience in a HR environment.

Key Competencies / Skills / Knowledge

- The ability to be discrete and handle very confidential information.
- Sound knowledge of HR policy, procedure and relevant legislation.
- Previous experience of recruitment software platforms.
- Able to respond positively to diverse and changing work duties.
- Excellent time management skills with ability to meet deadlines.
- Experience in dealing with a wide range of stakeholders to create a win-win scenario is critical.
- Demonstrate a commitment to ongoing learning and development, to improve the way in which Council delivers its services.
- Excellent communication skills both written and verbal are essential.
- Able to work well as part of a team and influence others at all levels of the organisation.
- Excellent computer skills in the Microsoft Windows environment.
- Accuracy with figures and strong attention to detail.
- Good inter-personal skills are essential.

Other Requirements

- May require frequent travel within or outside Timaru District region.
- When necessary, required to work outside normal hours.

Change to Position Description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the Chief Executive with due consultation with the position holder. This position description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

People Operations Lead

People and Capability Coordinator

Date

Date