

## People and Performance Officer

An administration super star who is key to the success of the People and Performance Group. You'll process our fortnightly payroll and support our HR, Health, Safety and Wellbeing, and Organisaitonal Development functions. You'll also be involved in ensuring overall quality of our frameworks together with information management excellence.



**ORGANISATION**  
**NGĀ POU | OUR VALUES**

-  **POU 1. Manaakitanga**  
The customer is at the centre of everything we do.
-  **POU 2. Rangatiratanga**  
We aspire to the highest standards.
-  **POU 3. Whakapono**  
We strive to be trusting and trustworthy.
-  **POU 4. Whanaungatanga**  
We act with courage, respect, kindness and empathy.
-  **POU 5. Kotahitanga**  
We embrace diversity and strive to be inclusive.
-  **POU 6. Aroha**  
We believe in and encourage each other.

**RANGITIKEI**  
DISTRICT COUNCIL

**He oranga Whenua,  
He oranga Tangata,  
He oranga Wairua.  
Tihei Mauriora!**

**If our Land is cared for,  
if People are looked after,  
if the Spirit is strong,  
we can build a  
better future for all.  
Let there be life!**

*Making this place home*

## Our expectations

As part of the Rangitikei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational values, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team, and
- deliver our services in a way that is best for the district (as opposed to best for the Council)

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

People and Performance Officer – that's your primary role at Rangitikei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're crafting a new way of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

## What you will do

- Be an effective and contributing member of The People and Performance Group including actively supporting the delivery of Group activities, initiatives and work programmes.
- Provide full and accurate fortnightly payroll processing services including all maintenance and audit requirements.
- Maintain, and regularly update the Payroll Manual (SOP) and support the payroll business continuity plan.
- Provide first level advice on payroll and leave enquiries in accordance with relevant legislation including the Holidays Act, Employment Relations Act and Wages Protection Act.
- Stay up to date with relevant payroll and HR legislation / best practice and provide proactive solutions to required amendments to RDC practices.
- Provide administrative support to people and performance functions including, but not limited to the end-to-end recruitment process, orientation programmes, training and development programmes, performance framework, safety and wellbeing databases (including SiteWise), and the staff wellbeing programme.
- Oversee the coordination of the Health and Safety Committee, and Job Sizing Committee.
- Manage all employee information and filing in accordance with best practice information management practices, including EDRMS / SharePoint administration.
- Administer content and updates to People and Culture section of RDC's Intranet site (Kapua).
- Proactively engage and participate in shared service opportunities and initiatives through MW LASS.

## Health and Safety

- Accurately and promptly report all accidents, incidents, near misses, hazards and risks by the end of the working day
- Keep yourself and others safe
- Adhere to all Council Health & Safety policies, procedures and guidelines

## What we all do

- Grow and develop resilient customer focussed staff, within a culture based on personal responsibility
- Provide a safe, flexible and supportive environment, where performance is recognised and success is celebrated
- Embrace training and professional development opportunities for continuing improvement
- Undertake Civil Defence Emergency Management responsibilities if required

## Our customer commitment

We strive to deliver excellent customer service by:

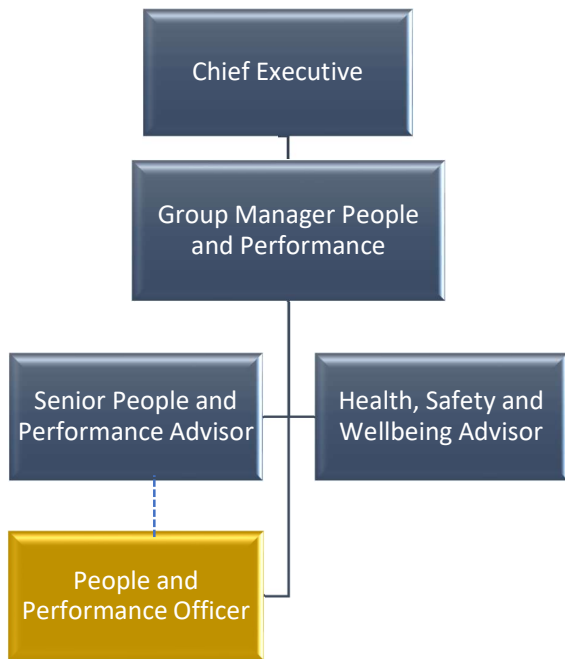
- Understanding and anticipating needs
- Dealing with enquiries promptly and fully
- Providing quality support and information
- Communicating changes to services in advance

We will:

- Welcome, listen and treat everyone respectfully
- Acknowledge and follow up all complaints and requests for service, and provide a timely response
- Seek feedback on the service received so we can continue to improve what we do

## What you will bring

- Certificate level qualification, or equivalent previous administrative experience in a relevant field such as HR, Health and Safety or organisational development.
- Knowledge of HR and payroll related legislation and best practice
- Intermediate level of computer literacy. Experience with the Office 365 suite SharePoint, and Teams is an advantage



- Demonstrated attention to detail and accuracy
- Ability to work methodically and efficiently and to set and meet appropriate standards and deadlines
- A strong team player with proven ability to work well with and interact successfully with other people
- Ability to problem solve
- Results orientated and accountable
- Strong networking and consultative approach allowing development and maintenance of strong working relationships within the organization
- Excellent verbal and written communication skills, including ability to convey technical information without 'jargon'
- Ability and willingness to learn and adapt to new technology and software in a continuously changing environment.
- Thorough understanding and advocacy for the principles of customer first