

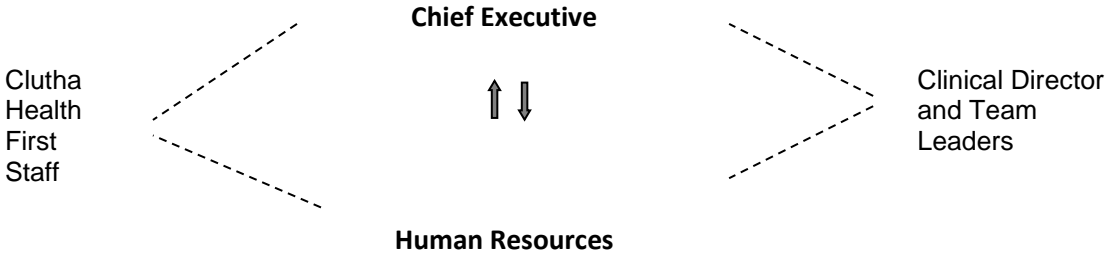
**Clutha Health First
Position Description**

Position Title: Human Resources Co-ordinator

Location: Clutha Community Health Company Limited
trading as Clutha Health First.

Responsible to: Chief Executive

Organisational Relationship



Position Holder's Name : _____

Position Holder's Signature : _____

Chief Executive's Name : _____

Chief Executive's Signature : _____

Date : _____

Treaty of Waitangi

Clutha Health First recognises the special relationship between Maori and the Crown and has an understanding of the articles/principles of the Treaty of Waitangi.

As an employee you will be required to develop an understanding of the cultural concepts, values and tikanga that might affect the well being of Maori patients.

Health and Safety

Clutha Health First is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Clutha Health First, the health and safety of clients, patients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in the health and safety programs. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety in Employment Act 1992 plus amendments and associated CHF procedures.

- Work practices ensure safety for self and others
- Advice or assistance is sought before commencing an unfamiliar work practice
- Hazards are identified, control plans documented, hazards eliminated, minimised or isolated.
- Comply with Clutha Health First incident reporting and Health & Safety policy
- Emergency management procedures and compulsory/compliance education and training are completed.

Quality and Risk

Clutha Health First is committed to continuous quality improvement. Our focus is to improve our practice and the quality of care received by patients. Our goal is to embed continuous improvement in our daily activities, by focusing on improving systems and processes, enhancing our communication with other health providers and increasing consumer involvement.

Purpose of the Position

The purpose of the HR Coordinator is the coordination and smooth running of the HR services. This role is to actively work with the management team in undertaking HR best practice and be part of a team which is responsive, flexible and effective in providing HR support to the employees of CHF while ensuring CCHCL's values, objectives and standards of practice are met.

Note: This job description has been prepared to assist in appointment. All Clutha Health First job descriptions are subject to review from time to time and therefore may be revised after consultation with the employee to suit changing service requirements.

Nature of Scope and Responsibilities	
Accountabilities and Performance Measures	
<i>Accountabilities</i>	<i>Performance Measures</i>
<ul style="list-style-type: none"> • Human Resources Processes 	<ul style="list-style-type: none"> • Maintain a strong understanding and knowledge of employee relations, current employment legislation and compliance requirements • Provide timely, accurate and confidential support and advice to the Management team and employees • Maintain confidentiality of documentation and information • Develop, prepare and maintain documentation to support the efficient functioning of HR processes • Maintain electronic and paper filing systems and procedures relevant to HR and develop new systems as required, enabling quick access to information. • Contribute ideas for improvement to systems to effectively deliver HR practices and processes • Proactively network and maintain contact with staff at all levels of the organization, stakeholders and external agencies both on a formal and informal basis. Take responsibility to establish contact and build relationships • Develop and update job descriptions as required in collaboration with Team Leaders • Ensure employees' credentialing remains current (eg Practicing Certificates and police vetting) by maintaining up to date records and advising employees when they are due • Advise employees when appraisals are due, prepare paperwork on behalf of Team Leaders and maintain accurate record of completion • Provide timely and accurate confidential administrative support including preparation of documents and correspondence relevant to HR on behalf of Management and Team Leaders
<ul style="list-style-type: none"> • Recruitment 	<ul style="list-style-type: none"> • Source new employees via various advertising mediums and recruitment agencies • Advise and assist Team Leaders in the recruitment and interview process • Prepare and collate documentation for new employees • Responsible for ensuring all credentialing and compliance requirements are fulfilled • Assist Team Leaders with onboarding the new employee including orientation processes

<ul style="list-style-type: none"> • Medical Officers 	<ul style="list-style-type: none"> • Responsible for ensuring the Inpatient Ward Medical Officers' roster is fully staffed • Responsible for sourcing permanent Medical Officers and working with the Management Team in the recruitment process including: liaising with agencies, preparing documents, ensuring credentialing is complete and assisting in the settlement of the doctor into the community • Source locum doctors to cover unfilled shifts by developing a network of contacts and agencies and keeping in regular contact with them • Ensure locum doctors are appropriately credentialed and orientated to the Inpatient Ward • Ensure locums are suitably accommodated and transportation is arranged
<ul style="list-style-type: none"> • Employment Contracts 	<ul style="list-style-type: none"> • Ensure all employment contracts including Collective Employment Agreements and Individual Employment Agreements meet legislative and relevant contractual requirements • Have a clear understanding of the interpretation intended of various employment agreements • Research and assist in negotiations of various Collective Employment Agreement • Prepare Individual Employment Agreements when required • Update employment contracts when changes are implemented
<ul style="list-style-type: none"> • The staff member will perform such other duties as reasonably required by the Team Leader in accordance with the conditions of the position. 	<ul style="list-style-type: none"> • That all other additional duties are performed in an efficient manner, at the required time and within a negotiated timeframe.
<ul style="list-style-type: none"> • Maintain high standards of performance 	<ul style="list-style-type: none"> • Meet the performance expectations as identified in the Staff Development Performance Review process. • Undertake annual CPR, OOS, Fire Training and any other service requirement training as per Clutha Health First CQI plan and procedures. • Perform all duties in a responsible manner; with due care for the health and safety of self and other employees, patients and the general public, within the limit of his/her knowledge base.

<ul style="list-style-type: none"> • Ensure the provision of a safe and clean environment for patient, staff and visitors 	<ul style="list-style-type: none"> • Ensure maintenance and responsible use of consumables and equipment. • Ensure appropriate reporting of incidents, equipment faults and problems to the Team Leader. • Practice is safe and meets legal requirements. • Practice protects and enhances individual rights. • All records are maintained to meet policy and procedure requirements. • Maintain knowledge of fire and Civil Defence procedures
<ul style="list-style-type: none"> • Maintain good communication and interpersonal relationships within Clutha Health First 	<ul style="list-style-type: none"> • Act in a professional manner in relationships with all staff to enhance multidisciplinary harmony within the hospital.
<ul style="list-style-type: none"> • Adopt a philosophy which encourages flexibility, cooperation, collaboration and co-ordination of service delivery in an integrated patient orientated system 	<ul style="list-style-type: none"> • Ensure all policies, procedures and standards of practice of CCHCL, relevant Acts, Regulations, Employment contracts and statutory obligations are adhered to, in the interest of client safety, good employer requirements of the Health & Disability Services Act and within the principles of Equal Employment Opportunity, the Treaty of Waitangi and recognition of Tangata Whenua. • Actively participate in quality assurance activities. • Be flexible and prepared to work outside traditional boundaries to develop flexibility and achieve efficiency.
<ul style="list-style-type: none"> • Assumes responsibility for personal professional/work education and development 	<ul style="list-style-type: none"> • Maintains and/or extends knowledge and skill base required for effective performance. • Negotiates with management to attend appropriate education and training. • Participates in own performance review annually.

Person Specification

Work experience, knowledge and skills required:

- NCEA Level 3 or equivalent
- Studying towards People management / HR qualification would be advantageous. A Tertiary certificate, diploma or degree qualification in Human Resources, Business or related discipline or equivalent experience would be desirable.
- At least 3-5 year's professional administrative or coordination experience in an HR, Recruitment or payroll setting is preferred.
- Working knowledge of Human Resources, general principles of employment relations and employment legislation and privacy.
- Demonstrated experience in adapting to time critical demands including ability to manage workload and priorities
- Familiarity in working with employment contracts and Collective Employment Agreements and ability to accurately interpret finer detail.
- Computer literate with experience in using online resources/tools including excel and word.
- Knowledge of payroll systems and electronic rostering would be helpful

Key attributes:

- Flexible attitude to cope with the variety and fluctuating demands of the position and work outside the boundaries of the role when required.
- Strong verbal and written communication skills
- Approachable and empathetic with the ability to work effectively with people at all levels of the organisation
- Able to maintain confidentiality and use discretion
- Flexible attitude to cope with the variety and fluctuating demands of the position and work outside the boundaries of the role when required.
- Initiative and self-motivation with excellent organisational and time management skills
- Able to work within Clutha Health First's aims, objectives and values.
- Able to maintain accurate and up-to-date records, in accordance with the Clutha Health First documentation standards.
- A commitment towards ongoing self-development.
- Be alert, reliable, thorough, mature, have integrity and initiative.
- Have an appropriate presentation and standard of personal care and grooming.

Physical Task Requirements

The following denote the key physical requirements for the job

- Standing
 - Walking
 - Repetitive arm, hand and finger movements
 - Use of minor office equipment
 - Operating machinery/equipment e.g. photocopiers, printers
 - Mental activities require high level of concentration, accuracy and organisation
- Sitting
Light lifting

Relationships

Internal Relationships: Inter-disciplinary members of the health service team including independent contractors in other sectors.

External Relationships: Southern District Health Board
Union organisers and their delegates
Professional bodies, unions, government agencies and legal advisors
Other Rural Hospitals

Performance Measures

- Set realistic measurable goals for own performance and assume responsibility for acquiring knowledge/experience to meet those goals.
- Plans for growth and undertakes change based on regular self-evaluation and the Staff Appraisal process.
- Participates in an annual Staff Appraisal with the Team Leader Administration and Manager.