



Job Description

Our Vision: Our dreams, beliefs, spirit and attributes guide everything we do at AccessAbility

Position: Business Support Coordinator

Purpose of the role

The Business Support Coordinator supports the People and Culture Manager in providing a comprehensive HR service to managers and employees within AccessAbility and ImagineBetter and contributes to the ongoing development and maintenance of the HR function.

The role provides coordination and administration of critical national services for assets, resources and processes which support the whole organisation. As a member of the Business Support Services Hub, the Business Support Coordinator will ensure that the delivery of all business support services are timely and responsive to the needs of the organisation and work closely with other members of the hub in a collaborative manner to ensure the effective and coordinated delivery of business support services to AccessAbility and ImagineBetter.

Key responsibilities and activities

- Contribute as a member of the People and Culture team and part of the Business Support Services Hub, to achieve the strategic and operational objectives of the hub and the wider AccessAbility and ImagineBetter teams
- Provide friendly, approachable and responsive business support service to the AccessAbility and ImagineBetter teams.
- Undertake any other reasonable duties as may be required to ensure that AccessAbility's and ImagineBetter's business and strategic objectives are met.

* Thought Leaders * Entrepreneurial * Influential * Visionary * Responsive * Collaborative * Inclusive * Authentic * Ethical*

HR and Health and Safety Administration Support

- Provide administrative support for the whole HR function across recruitment, induction, remuneration, health and safety.
- Maintain up to date confidential employee records and files
- Provide support and coordination of services associated with CSC membership, EAP membership, new and departing employees and maintaining related directories.

Asset and Resource Administration

- Maintain up to date records in relation to assets and resources, which include buildings, vehicle fleet, office equipment, mobile phones, other resources and associated leases
- Coordinate and administer research, liaison and logistics for procurement and disposal of assets and resources
- Work with the Business Support Services Hub to effectively coordinate the delivery of services in relation to assets and resources
- Continue to develop and implement practical, common sense solutions in the efficient management and monitoring of Assets.

General Business Support

- Undertake general administrative duties required to ensure the timely delivery of business support service delivery
- Ensure that the administration of all insurance related matters including claims administration and liaison, renewals, obtaining quotes is thorough and timely
- Coordinate any administration or support associated with travel and meetings as required.
- Coordinate printing and stationery requirements such as business cards, stationery and consumables procurement.

Key Relationships

Reporting to: People and Culture Manager

Responsible for: N/A

Internal Liaison: Business Support Services hub, Managers/Team leaders and Team members

External Liaison: External suppliers, Insurer

Authorities (If applicable): Financial Authority – Nil

Job Environment: Office based – New Plymouth

Skills, Knowledge and Experience

- Proven experience in office administration
- Proven HR experience at HR Administration or HR Coordinator level
- Proven competency with computers including intermediate level ability in Microsoft office products
- Timely, accurate and organised approach to work
- Conscious of details while also seeing how work fits within the wider team
- Strong communication skills at all levels (i.e. from the Board to operations and support)
- Adopts a flexible and positive approach to changing environmental needs
- Displays a high level of commitment to delivering quality services
- Demonstrates good written and oral communication skills

AccessAbility's Spirit and Attributes

- Thought Leadership
- Entrepreneurial
- Influential
- Visionary
- Responsive
- Collaborative
- Inclusive
- Authentic
- Ethical