

Whakaaturanga Mahi – Job description

Job details	
Job title:	People and Capability Coordinator
Reports to:	Manager People and Capability
Direct reports:	Nil
Role:	0.625 FTE
Key relationships:	
<i>Internal:</i>	People and Capability Team People Leaders Executive Leadership Team All Enable New Zealand Limited staff
<i>External:</i>	Recruitment service providers Training providers Payroll and HRIS system providers
Location:	Palmerston North

Ko wai mātou – Who we are

Enable New Zealand is the leading supplier of disability equipment, information, advice and modification services in Aotearoa.

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for those living with disability, and their whānau on behalf of Disability Support Services (DSS) | Ministry of Social Development (**MSD**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou – What matters to us most

At Enable New Zealand (**Enable**), we care about making a difference to disabled people and working together as a team.

He aha te mahi – Role purpose

The People and Capability Coordinator provides high-quality coordination, administration, and operational support across the full employee lifecycle. The role is a key enabler of the People and Capability function, ensuring people processes, systems, data, and documentation are accurate, timely, and fit for purpose.

This role supports the delivery of consistent, people-centred HR services, enabling leaders and staff to have a positive employee experience while ensuring compliance with organisational policies and relevant legislation.



Ngā mahi haepapa – Role responsibilities

Key objectives	Responsibilities
People and Capability Administration and Coordination	<ul style="list-style-type: none"> • Coordinate end-to-end employee lifecycle administration including recruitment, onboarding, changes, leave, and offboarding. • Prepare employment agreements, letters, variations, and supporting documentation. • Maintain accurate employee records within the HRIS and personnel files. • Coordinate induction processes and support onboarding experiences. • Respond to routine people and capability enquiries, escalating matters as appropriate. • Provide statistical reporting on behalf of People and Capability as required.
Recruitment Support	<ul style="list-style-type: none"> • Coordinate advertising activities, including liaising with people leaders on advertising requirements. • Support hiring leaders to ensure recruitment processes are timely, consistent, and well-organised. • Coordinate pre-employment checks where appropriate. • Liaise with recruitment providers as required.
Payroll and HRIS Support	<ul style="list-style-type: none"> • Support the coordination and accuracy of payroll inputs, changes, and documentation in accordance with relevant legislative, contractual and policy requirements. • Fulfil payroll duties in a 'back-up' capacity when required. • Maintain HRIS data integrity, ensuring records are accurate and up to date. • Assist with routine HRIS reporting to support People and Capability and business needs.
Policy, Process and Compliance Support	<ul style="list-style-type: none"> • Support the administration and upkeep of People and Capability-related policies, procedures and templates. • Ensure documentation is current, accessible, and aligned with organisational practice. • Assist with people-related information audits, reporting and record-keeping requirements.
Health, Safety, Wellbeing Administration	<ul style="list-style-type: none"> • Provide administrative support for health, safety, and wellbeing processes as required. • Maintain training records, incident documentation, and reporting registers. • Support coordination of health and safety initiatives and compliance requirements.
General and Continuous Improvement	<ul style="list-style-type: none"> • Support coordination of People and Capability activities and initiatives and continuous improvement opportunities.

Supporting disabled people and their whānau to live everyday lives in their communities

Key objectives	Responsibilities
	<ul style="list-style-type: none"> Identify opportunities to improve people processes, systems, and ways of working. Provide administrative support to people projects and initiatives as required. Undertake training of new staff in People and Capability systems as required.
<p>Health, Safety, and Wellbeing. Apply HSW knowledge and skills to all work practices to ensure compliance with the Health and Safety at Work Act 2015 and any subsequent amendments or replacement legislation</p>	<ul style="list-style-type: none"> Is familiar with all policies and procedures as they affect the work environment. Ensure that safe working procedures are practised, and no person is endangered through action or inaction. Is aware of and can identify hazards and take action, accordingly, including preventing or minimising the adverse effects of hazards. Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand’s incident reporting system. Actively participate in Enable New Zealand’s health and safety programmes, through input into meetings and feedback through committee structures.
<p>Te Tiriti o Waitangi – Treaty of Waitangi and Equity</p>	<ul style="list-style-type: none"> Apply knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions.

Ngā āheitanga matua – Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

Essential

- Relevant Human Resources tertiary qualification or currently studying towards a Human Resources tertiary qualification
- Experience in an administrative or coordination role, ideally within Human Resources
- Sound computer literacy, including Microsoft Office applications
- Understanding of confidentiality, privacy, and record-keeping requirements

Desirable

- Experience using HRIS systems and administrative databases
- Experience working in a complex or regulated environment

Skills and Attributes

- Highly organised with strong attention to detail
- Clear and professional written and verbal communication skills
- Ability to prioritise tasks, meet deadlines, and manage competing demands

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- A collaborative team player
- Positive, adaptable, and willing to learn
- Discretion and professionalism when handling sensitive information
- An understanding of, and respect for, the needs and aspirations of disabled people

Physical Attributes

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from the appropriate people leader.