Earth Sciences New Zealand
Te Whatu Ao

POSITION DESCRIPTION

HR Coordinator

Delivering accurate, reliable people operations and a great service experience for our people.

Reports to:	National Manager – People Operations and Systems	**Position Status:**	Permanent
Business Unit:	People & Transformation	**Location:**	Avalon
Team:	People Operations and Systems	**Job Family:**	Enabling Services
Reports:	Nil	**Date:**	November 2026

About our Business Units

We are organised into seven business units, each with a distinct purpose and role to play in delivering our enterprise strategy. The business units are designed so that none can succeed on its own. Each depends on the others and on strong internal partnerships, to deliver for our customers, for New Zealand and beyond.



Role Purpose

The Human Resources Coordinator supports the effective delivery of people operations by providing professional administrative support across all operational People and Transformation processes. The role supports the HR Business Partners and National P&T Managers, working closely with the Recruitment Advisor and payroll team. The role also supports leaders across the business with core processes, initiatives and projects that enhance organisational capability. As a key point of contact for staff enquiries, the Human Resources Coordinator provides a positive service experience and works collaboratively and flexibly to meet team priorities and ensure continuity of service across the function.

Role Priorities and Responsibilities

P&T administration

- Maintain accurate and up-to-date staff information in the HRIS platforms.

- Respond to manager and employee queries on entitlements, processes and benefits, and refer complex queries on.
- Generate P&T–related letters as required, including employment variations, LWOP applications, parental leave, certificates of service and long service.
- Review expiry dates and renewals of variations and allowances and action accordingly.
- Report on leave and TOIL balances.
- Manage the off–boarding process.
- Ensure all P&T documents are filed accurately on employee files, in line with the Public Records Act.
- Act as administrator for team SharePoint sites.
- Support the maintenance, communication and implementation of P&T policies to ensure consistency, clarity and compliance across the organisation.

Support for P&T managers

Provide support for annual people processes, for example:

- Salary and performance reviews
- Annual Disclosure and Declaration process
- Internal promotions process
- Staff benefits, including insurance
- Staff recognition programmes
- Annual policy reviews

Reporting

Support the People Analytics and Remuneration Specialist with reporting, for example:

- Headcount/FTE reports
- Recruitment data
- Staff benefits data
- Leave reporting and reminders
- Parliamentary and Select Committee questions

Projects

- Support people and transformation projects as a team member, and by providing administrative support.
- Cover for the Recruitment Advisor and Payroll Coordinator roles during absences or surge periods.

Responsibilities of all Employees

- Comply with all Earth Sciences New Zealand policies, procedures and frameworks, and act in line with our values.
- Contribute to our healthy and safe workplace by following HSW expectations built into our operational practices and HSW frameworks, including undertaking HSW training and taking part in health–monitoring programmes relevant to your work.
- Work effectively as a team member by building good relationships and supporting others, covering other functions as required and helping ensure workloads are evenly spread.
- Be flexible and willing to adapt and develop as the organisation and its environment evolve.

Key Working Relationships

INTERNAL	EXTERNAL
• Wider P&T team • Operations, Group and Support Managers • IT and Finance teams	• Providers of staff benefits

Our Values

People Matter
Great work starts with how we treat each other

Stronger Together
We're at our best when we deliver together

Trusted Science
Trust is earned through the excellence of our work

Big Impacts
Our expertise makes a real difference for Aotearoa and beyond

Qualifications and Experience

Essential

- ✓ Previous experience in a similar HR Coordinator role.
- ✓ Proven strong coordination and administrative capability, with the ability to manage multiple priorities and meet deadlines.
- ✓ Competent with Microsoft 365 tools, including SharePoint.
- ✓ An understanding of the New Zealand employment context.

Desirable

- \+ Relevant tertiary qualification, including in Human Resources.
- \+ Experience with HR information systems.
- \+ Sound understanding of core people operations processes across the employee lifecycle.

Skills, Knowledge and Attributes

Accuracy & attention to detail	High level of accuracy and attention to detail when working with people data and documentation.
Communication	Clear, professional written and verbal communication, with the ability to engage effectively with all stakeholders.
Organisation & time management	Strong organisational and time-management skills, with a proactive and structured approach.
Confidentiality & discretion	Commitment to confidentiality, discretion and ethical handling of sensitive information.
Service & collaboration	A collaborative, service-focused approach.
Adaptability & resilience	Adaptable, resilient and solution-oriented, responding positively to change and competing demands.