

Position Description | HR Coordinator/Senior Leadership Support

REPORTING

Reports To	Team Leader - Support Services (or designate)
Direct Reports	None

PURPOSE

To support the hospital leadership team with broader human resources delivery and recruitment, high quality administration support including Board facing and general Senior Leadership Team organisational support.

SKILLS

Essential Skills	Highly Desirable Skills
<ul style="list-style-type: none"> • Previous administration experience with Intermediate to Advanced level Microsoft Office skills. • The ability to multitask, prioritise duties, and work independently to manage one's own workload. • Attention to detail with a pride in achieving precise, accurate work. • A sound working knowledge of recruitment and employment relations practice, regulation and processes. • An ability to engage and partner with business leaders and key stakeholders. • The ability to maintain confidentiality of business and employee information. • Strong written and oral communication and relationship management skills. • A can-do positive attitude 	<ul style="list-style-type: none"> • Previous experience in a hospital environment.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Senior Leadership Team • Operational leaders such as department managers and coordinators. • All Kensington Private Hospital employees
External	<ul style="list-style-type: none"> • Board and Shareholders • Recruitment agencies and providers • Training providers • Surgeons and other service providers as appropriate

KEY ACCOUNTABILITIES

<p>Attraction and Retention</p>	<ul style="list-style-type: none"> • Establish and maintain recruitment processes and systems to ensure a positive hiring manager and candidate experience. • Develop and maintain talent pools and contacts for potential Kensington Private Hospital employees. • Develop plans and strategies to promote the Kensington Private Hospital employee value proposition and employment brand internally and in the community. • Make Kensington Private Hospital a great place to work and an employer of choice. • Assist in the design and delivery of the Kensington Private Hospital attraction and retention strategy and other People and Culture strategies, initiatives and plans.
<p>Human Resources Administration Support</p>	<ul style="list-style-type: none"> • Coordinate recruitment processes including placing advertisements, collating and responding to applications and arranging interviews. • Coordinating pre-employment screening. • Preparing employment contracts. • Organising/conducting inductions. • Coordinating the tasks relating to onboarding, offboarding and position change for all personnel including specialists. • Ensuring staff deductions and payments are maintained. • Maintenance of staff records relating to payroll for example, changes of employment terms, shoe allowances, PDRP. • Arrange periodic staff checks such as hearing checks and police vetting as per policy. • Maintaining the information related to employee benefits and seek out opportunities for further benefits to offer. Coordinate the communication of these employee benefits. • Maintain the specialist database including the monitoring of APCs and Indemnity Insurance.
<p>Administrative</p>	<ul style="list-style-type: none"> • Provide high-level administrative support to the Senior leadership team, including but not limited to the collation and distribution of Board reports and shareholder communications. • Provide support to the Management and Leadership Teams with initiatives and projects as required. • Organise staff access to emails, computers and relevant IT programs prior to induction and removal of access upon exit. • Organise events, conference/courses, travel and accommodation arrangements as required. • Other duties as required.
<p>Backup cover to Reception</p>	<ul style="list-style-type: none"> • Deliver high quality customer service to users of Kensington Private Hospital ensuring standards meet customer expectations of a private hospital. <ul style="list-style-type: none"> ○ Welcome patients and visitors in a friendly and pleasant manner that makes them feel at ease. ○ Provide a courteous and friendly telephone service and answering and redirecting calls promptly, professionally and efficiently in a customer focused manner. ○ Present a professional image and act in an appropriate manner at all times.

Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and appropriate work environment, engage in safe workplace practices, and manage health and safety for reporting staff and others. Report accidents, risks and incidents as they arise.
General	<ul style="list-style-type: none"> • Actively seeks learning opportunities to ensure knowledge and skills are continually evolving in line with current best practice. • Upholds and promotes the Company values, house rules, policies and procedures. • Recognises and respects cultural differences and the application of Te Tiriti o Waitangi principles with the intent of enabling access and improving health outcomes for Māori and Pacific Island patients, and increasing cultural diversity within our workforce. • Ensure compliance with the Privacy Act and Privacy policy. • Be proactive in recommending quality improvement initiatives.

DELEGATED AUTHORITIES

- Approval levels as per the Delegated Authorities Levels policy (doc_261).

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