

Long description

About Coromandel Independent Living Trust (CILT)

Starting in 1994, incorporated under the Charitable Trusts Act 1957, registered under the Charities Commission and currently operating out of 150 Pound Street in Coromandel Town. CILT is dedicated to improving the lives of all people in the Upper Coromandel Peninsula by reducing barriers to participation. We recognise needs in our communities and deliver programmes to address those needs.

We promote a family-oriented work culture and employ approximately 40 mostly part-time staff; we also have a number of local volunteers that support our activities.

At CILT, we take pride in our purpose of empowering all people to reach their full potential and strengthening our community.

About the role

CILT's People and Culture Coordinator will be a Human Resources (HR) professional responsible for developing policies and strategies that foster a positive work environment, promoting company culture and values. They will undertake tasks such as implementing HR initiatives, liaising with management on workforce planning, and offering advice on employment matters and conflict resolution.

Your duties and responsibilities include:

- Conduct HR audits by identifying gaps in policy, procedure, and employment contracts
- Developing and implementing HR strategies and initiatives aligned with the overall vision of the organisation.
- Build and promote employee engagement and retention by providing opportunities for career development, reward and recognition, and creating a positive workplace culture.
- Support or lead recruitment processes, from drafting job descriptions and adverts to conducting interviews, organising selection processes and carrying out pre-employment checks
- Manage performance review systems. Use continuous feedback approaches to performance management to help employees understand expectations and goals, provide feedback and coaching.
- Create a process for career growth and development. Providing guidance on training and development, succession planning and workforce management.
- Resolve employee relations issues and providing advice on employment law.
- Ensure legal compliance throughout all human resource operations by keeping up to date with legislation and best practice.

Skills and experience

- Tertiary qualification in Human Resources/similar or previous working experience as an HR coordinator/similar
- Significant experience in a generalist HR role, with a passion for developing people and driving positive change.
- A deep understanding of people strategies, employment legislation, and best practices in people management

- A collaborative, solution-focused mindset with a genuine interest in fostering leadership, talent, and team capability across the organisation.
- Solid understanding of NZ employment legislation and experience in ER issues
- In depth knowledge of all relevant legislative governances e.g. Holidays Act, Employment Relations Act, Health & Safety at Work Act, etc, and act in accordance with
- A commitment to working with Māori, reflecting our Te Tiriti o Waitangi responsibilities and the guiding principles of Ngā Pou e Whā.
- excellent communication skills, both written and verbal, and have no reservations in picking up the phone to colleagues at all levels to see a process through to the end.
- Proven ability to work as part of a team and autonomously.
- You are detailed orientated and highly organised, ensuring accuracy in all documentation and data management.

Benefits and perks

- Earn up to \$85,000 depending on your work experience
- Time in lieu to support work life balance
- Four week shut down period over the Christmas summer period
- One extra week of holidays per year
- Paid Birthday leave
- A vibrant and friendly community
- Ongoing professional and personal development
- Supportive and inclusive team where we know people are at the heart of our success.

If you would like to learn more, please reach out to Jan Autumn via email at jan@cilt.org.nz.