



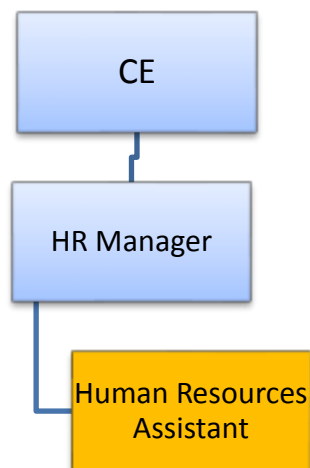
JOB DESCRIPTION

Airport Authority Cook Islands



JOB TITLE:	HUMAN RESOURCES ASSISTANT
WORK UNIT:	HUMAN RESOURCES
SIZE: 284 BAND: D GRADE: 10 RANGE: \$29,162 - \$39,268	
RESPONSIBLE TO:	HR MANAGER
RESPONSIBLE FOR:	NA
JOB PURPOSE:	This job exists to: <ul style="list-style-type: none">Assist in creating a high performance organisation and culture by developing human resources strategies and developing key skills necessary to manage upcoming changes and challenges.
DATE APPROVED:	NOVEMBER 2022

ORGANISATIONAL CONTEXT:



FUNCTIONAL RELATIONSHIPS:

EXTERNAL CONTACTS

NATURE OF CONTACT

<ul style="list-style-type: none">• <i>Private sector & other organisations & agencies</i>	<i>Obtaining and sharing information for reference checks/remuneration surveys</i>
<ul style="list-style-type: none">• <i>Labour and Ordinance,</i>	<i>Obtaining and sharing information for ERAct2012 Seeking advice of new policies, explaining things and gaining cooperation.</i>
<ul style="list-style-type: none">• <i>Legal</i>	<i>Courtesy, giving and receiving information, providing legal assistance and explaining things.</i>
<ul style="list-style-type: none">• <i>Consultants</i>	<i>Obtaining and sharing information on remuneration</i>

INTERNAL CONTACTS

NATURE OF CONTACT

<p><i>CEO</i> <i>HR Manager</i> <i>Directors DCORP, DOPS, DSS</i> <i>Managers</i> <i>All Staff</i></p>	<p><i>Courtesy, giving and receiving information, explaining things and, clarifying needs.</i></p>
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AUTHORITY:

Financial	NO
Staff	NO
Contractual	NO

KEY RESULT AREAS:

JOB HOLDER IS ACCOUNTABLE FOR	JOB HOLDER IS SUCCESSFUL WHEN
KRA 1. PLANNING	
<ol style="list-style-type: none"> 1. Assist in developing a Staff Needs Analysis for the Airport Authority for the next 5 to 10 years 2. Assist in developing a Staff Skills Gap Analysis for the Airport Authority 3. Assist and carry out planning for New Skills needed for the organisation 4. Assist with building an HR database for the Airport Authority 	<ol style="list-style-type: none"> 1. Staff Needs Analysis, Staff Skills Gap Analysis and the planning for new skills are started and making progress. 2. Building of HR database is completed by the new Financial year 2023/2024
<ol style="list-style-type: none"> 5. Assist in the updating of the HR Policy Manual 6. Assist with the reviewing and updating of the HR Strategic Plan regularly 	<ol style="list-style-type: none"> 1. Carry out Annual to 2 years review and update of the Policy Manual and Strategic Plan
<ol style="list-style-type: none"> 7. Assist with the planning of remuneration surveys for the organisation 	<ol style="list-style-type: none"> 1. Consultants have been followed up regarding the 2 yearly remuneration survey. SOEs have been followed up for comparison rates of positions
<ol style="list-style-type: none"> 8. Assist with the planning and coordinating of the Airport Authority employee of the month programme 	<ol style="list-style-type: none"> 1. Employee of the month programme is carried out and successful candidates are named for the months.
KRA 2. RECRUITMENT & TRAINING	
<ol style="list-style-type: none"> 9. Schedule meetings, interviews, HR events and maintain agendas. Maintain calendars for HR team. 	<ol style="list-style-type: none"> 1. Meetings/Interviews are scheduled with agendas and recorded
<ol style="list-style-type: none"> 10. Assist with the recruitment process. 11. Perform orientations and update records of new staff 	<ol style="list-style-type: none"> 1. Candidates are identified, reference checks carried out and employment contracts issued 2. Orientations carried out and record updated
<ol style="list-style-type: none"> 12. PDS/PDP – assist in the delivery of advice and training to Managers on PDPs and how these are implemented including training on HR Policies where there is a need. 	<ol style="list-style-type: none"> 1. Trainings are carried out and Managers understand how PDP are implemented. Including HR policies training
KRA 3. INVESTIGATIONS	
<ol style="list-style-type: none"> 13. Assist in the investigations of staff grievances and complaints including sexual harassment 	<ol style="list-style-type: none"> 1. Investigations are carried out of staff grievances and complaints and completed 2 – 3 weeks after receiving the grievance/complaint and report sent to the Manager HR on result and recommendation.
KRA 4. RECORDS	
<ol style="list-style-type: none"> 14. Record of current copies of relevant HR legislations, including keeping up-to-date with the latest HR trends and best practices 	<ol style="list-style-type: none"> 1. A robust record of current relevant HR legislations, with latest HR trends and best practices are kept
<ol style="list-style-type: none"> 15. Maintain digital and electronic record of employees 	<ol style="list-style-type: none"> 1. A robust digital and electronic record of employees are maintained

JOB HOLDER IS ACCOUNTABLE FOR	JOB HOLDER IS SUCCESSFUL WHEN
16. Produce and submit reports on general HR related inquiries and requests	1. Reports on general HR related inquiries and requests are produced and submitted to Manager HR in a timely manner.
KRA 5. HEALTH & WELLBEING	
17. Keeping to the health and wellbeing standards generally required by the Airport Authority for its Human Resources	TMO health checks results show improvements in staff health and staff participating in the health activities of the Airport Authority. Health checks Twice yearly May/June and November/Dec
KRA 6. OTHERS	
18. Carry out any other legal duties requested by the HR Manager	Duties are carried out successfully
NOTE: <i>The above performance standards are provided as a guide only. The precise performance measures for this position will have further discussion between the job-holder and manager as part of the performance development process.</i>	

WORK COMPLEXITY:

Most challenging duties typically undertaken:

1. Assisting with the development of Staff needs analysis, developing staff skills gap analysis, planning new skills needed for the organisation and assisting with building HR database for the organisation.
2. Assist with reviewing of remuneration surveys for the organisation.
3. Assisting with the delivery of advice and training to Managers for PDS/PDP
4. Assist in the investigations of staff grievances
5. Maintaining relevant HR legislations including keeping up with the latest HR trends
6. Assist with the employee of the month award programme

PERSON SPECIFICATION:

PERSONAL

AGE	APPEARANCE
26 plus	Neat and tidy
DRIVERS LICENCE	MEDICAL & PHYSICAL FITNESS
Refer to Airport Authority Application Form	Refer to Airport Authority Application Form

QUALIFICATIONS – EDUCATION

ESSENTIAL	DESIRABLE
Related Qualification in HR	Certificate HR or related

KNOWLEDGE/EXPERIENCE

ESSENTIAL	DESIRABLE
<ol style="list-style-type: none"> 1. 2 years experience in the HR field. 2. Understanding of HR functions and best practices 3. Excellent written and verbal communication skills 4. Works well under pressure 5. Good organisational and time management skills 6. Accurate and fair decision making and problem solving skills 7. Meticulous attention to detail 8. Ability to accurately follow instructions 	<p>2 years experience as HR Assistant</p>

KEY SKILLS/ATTRIBUTES/JOB SPECIFIC COMPETENCIES

The following levels would typically be expected for the 100% fully effective level:

EXPERT LEVEL	Fully conversant with all applications of the skill/knowledge in a range of environments
ADVANCED LEVEL	Thorough understanding of skills/knowledge area/able to pass on skills in this area/recognised by colleagues as having proven skill/knowledge in this area.
WORKING KNOWLEDGE	Sufficient skill to apply in a day to day operations in a fluctuation environment/does not require supervision for routine tasks.
AWARENESS	Limited understanding of skill/knowledge area. Sufficient in order to perform basic task

KEY BEHAVIOURS:

All employees are measured against the following Key Behaviours as part of Performance Development:

1. Commitment/Personal Accountability
2. Professional/Technical Expertise
3. Teamwork
4. Customer/Diplomatic Focus
5. Effective Communications and Relationships

PERSONAL ATTRIBUTES:

1. Management & Leadership skills
2. Resilience
3. Ability to sum up the situation, make decisions and implement.

CHANGE TO JOB DESCRIPTION:

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Such change may be initiated as necessary by the manager of this position. This job description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

APPROVED:

Nikau Tangaroa
Chief Executive Officer
AIRPORT AUTHORITY

Date