

HR Project Coordinator - SMO Leave & Expenses Project

Position Description

Date:

Job Title : **HR Project Coordinator - SMO Leave & Expenses Project**

Department : Human Resources

Location : Predominately North Shore Hospital & Waitakere Hospital sites

Reporting To : Project Lead

Direct Reports : Nil

Functional Relationships with : Internal
WDHB clinicians covered by ASMS MECA Guidelines
Project working group
DHB Administrators
Clinical Leaders including:
– Clinical Directors (from MedHoPs & S&A)
Corporate IT
healthAlliance
DHB Management
RiTA

External
Regional DHB's

Purpose :

- To assist and support the Project Lead, SMO Leave & Expenses and the working group in the achievement of project objectives through providing efficient and comprehensive administration assistance.
- To undertake a process of documenting current SMO Leave and expenses processes across Medicine and Health of Older People Services and Surgical and Ambulatory Services. Record and verify the information with services to ensure accuracy. Undertake relevant audits to check accuracy and identify opportunities for improvement in current SMO Leave and expenses processes.
- To provide a central point of processing for leave and expenses on behalf of the services. This will entail checking for accuracy and consistency in terms of leave processing and expense reimbursements and providing value by reducing variation, applying quality standards and achieving savings.

Note: Responsibilities and accountabilities may change as the role evolves.

KEY TASKS	EXPECTED OUTCOMES
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Project Work	<ul style="list-style-type: none"> • Record current state of SMO Leave processes across services and region • Record current state of SMO Expenses processes across services • Record current state of SMO Additional Duties processes across services • Review consistency of processes across services and in-line with compliance of accounting rules and ASMS MECA guidelines • Undertake audits of SMO leave taken as per roster against leave deducted • Policy benchmarking against regional DHB's in conjunction with WDHB policy review • Provide on-going communication to business and management of opportunities to improve systems and processes with regards to SMO Leave & Expenses
SMO Leave & Expenses – Coordination, Processing, Tracking & Auditing	<ul style="list-style-type: none"> • Operate as a single point of contact and processing for services in regards to SMO leave and expenses on behalf of those services without designated support • Manage the approval process to provide timely responses to leave and expenses from the right delegated authority • Manage expectations on the processing of leave and expenses • Coordinate appropriate reports to be generated at the right time to the right people to ensure the business has the right information • Create as necessary and maintain relevant spreadsheets and tracking systems to record leave and expenses processed • Archive appropriate email and other leave and expense documentation
Communication	<ul style="list-style-type: none"> • Ensure all incoming communications are dealt with in a courteous, friendly and efficient manner by screening, taking accurate message, processing and redirecting calls and correspondence, liaising with other parties as required. Prioritise as and when necessary.
Develop and Maintain database of current WDHB processes	<ul style="list-style-type: none"> • Data is entered accurately and in a timely manner.
Administrative support for SMO Leave & Expenses Project Committee	<ul style="list-style-type: none"> • Provide meeting and agenda coordination. • Minute-taking and distribution.
Efficiently process all SMO Leave & Expenses Project documentation.	<ul style="list-style-type: none"> • Ensuring all project documentation is saved on relevant directory folder and accessible to the relevant staff. • All documentation must be filed, stored and

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	<p>managed efficiently and be easily retrievable.</p> <ul style="list-style-type: none"> • Type and distribute memos, agendas, minutes, and other outgoing correspondence in an efficient manner. • Prioritise and distribute incoming correspondence and enquiries.
Other admin support for the Project as required	<ul style="list-style-type: none"> • Undertake additional duties as required to ensure the quality and delivery of the project outcomes, whilst concurrently working to standardize leave and reimbursement processes by providing a central point of contact.
To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992	<ul style="list-style-type: none"> • Company health and safety policies are read and understood and relevant procedures applied to their own work activities. • Workplace hazards are identified and reported, including self management of hazards where appropriate. • Can identify health and safety representative for area.

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Behavioural Competencies

Adheres to Waitemata District Health Boards 4 Organisational Values of:

“everyone matters”

Every single person matters, whether a patient / client, family member or a staff member

“with compassion”

We see our work in health as a vocation and more than a job, We are aware of the suffering of those entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do everything we can to relieve suffering and promote wellness.

“connected”

We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients/clients and their families.

“better, best, brilliant”

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

Behavioural Competencies	Behaviour Demonstrated
Communicates and Works Co-operatively	<ul style="list-style-type: none"> Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients & their families and the community & Iwi.
Is Committed to Learning	<ul style="list-style-type: none"> Proactively follows up development needs and learning opportunities for oneself and direct reports.
Is Transparent	<ul style="list-style-type: none"> Communicates openly and engages widely across the organisation. Enacts agreed decisions with integrity.
Is Customer Focused	<ul style="list-style-type: none"> Responds to peoples needs appropriately and with effective results Identifies opportunities for innovation and improvement
Works in Partnership to Reduce Inequality in Outcomes	<p>Works in a way that:</p> <ul style="list-style-type: none"> Demonstrates awareness of partnership obligations under the Treaty of Waitangi. Shows sensitivity to cultural complexity in the workforce and patient population. Ensures service provision that does not vary because of peoples' personal characteristics.
Improves health	<ul style="list-style-type: none"> Work practices show a concern for the promotion of health and well-being for self and others.
Prevents Harm	<ul style="list-style-type: none"> Follows policies and guidelines designed to prevent harm. Acts to ensure the safety of themselves and others.

VERIFICATION:

Employee: _____

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Manager: _____

Date: _____

Review Date: _____

Note: *This job description forms part of an individual's contract of employment with WDHB and must be attached to that contract.*

PERSON SPECIFICATION

POSITION TITLE: Administration Assistant – SMO Leave & Expenses Project

	Minimum	Preferred
Qualification	<ul style="list-style-type: none"> Secondary education and occupational skills to a high level of competency and with a high level of language skills 	<ul style="list-style-type: none"> Training or attendance at relevant external training on project management requirements
Experience	<ul style="list-style-type: none"> Report writing experience Minimum of two years previous experience in an Administration role 	<ul style="list-style-type: none"> Work experience within health sector or similar role Ability to manage relationships Experience identifying change to maximise efficiencies Experience and comfort working with ambiguity
Skills/Knowledge/Behaviors	<ul style="list-style-type: none"> Practical experience working with the MS Office package and other related applications (Visio, Excel, Word, PowerPoint or similar) Understand the requirements of confidentiality in regards to HR and financial issues Ability to work unsupervised and organise workload to meet deadlines Required to gain cooperation from others in a range of departments Excellent attention to detail Upholds confidentiality with a reputation for high integrity and discretion Good time management skills and the 	<ul style="list-style-type: none"> Familiarity with HR/Payroll terminology A systems thinker

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	ability to prioritise work	
Personal Attributes	<ul style="list-style-type: none"> • Calm, even, consistent and mature personality. • Upholds confidentiality with a reputation for high integrity and discretion. • Highly motivated, energetic and enthusiastic • Shows initiative – is willing to take responsibility for own actions and decisions • Is willing to be able to learn from others and accept constructive feedback and reflect ones owns actions • Displays respect and consideration for others • Sense of humor 	