



## **Coordinator, People and Strategy**

### **Key accountability statement**

#### **About the business:**

Orion is a leading electricity network company based in Christchurch. We play a vital role in supplying electricity to our communities in central Canterbury. We offer an inclusive organisational culture that is built on our values:

- **Connecting** with and building real relationships with our customers
- **Creating**, by being innovative and adaptable
- **Collaborating** with our people and our community to achieve successful outcomes.

At Orion we have a strong desire to learn and are highly motivated to achieve excellence in everything we do. We seek diversity of thought, and encourage an inclusive and flexible working environment. This, together with our flexible and adaptable approach positions us well for the future. We seek to engage, build strong relationships and collaborate to create the best outcomes. Our commitment to health, safety and wellbeing is supported by our employee wellbeing programme which emphasises all facets of wellbeing. With a strong commitment to our community, our people are continually striving towards a sustainable future that can be shared by all.

#### **About the role**

Key accountabilities:

- Manage our recruitment function, from advertising to appointment, ensuring a superior process and excellent outcomes
- Identify and prepare relevant employment-related documentation, ensuring we remain compliant with relevant legislation
- Provide effective coaching to support our managers to get the best 'people' outcomes
- Effectively manage all People and Strategy-related administration and documentation to ensure we collect, store and retrieve key information in an accurate and timely manner
- Support the development, implementation and ongoing review and revision of people-related technology as a means of providing the best customer outcomes
- Work collaboratively with the P&S team and our customers to ensure effective application of our 'employee experience' platform
- Actively participate in discussions about how we move our People function forward into the future, focusing on the best employer and employee outcomes
- Show a commitment to your own learning and development, and promote a learning culture
- Develop your capability across the breadth of the people function, and support and collaborate with your team members for excellent team outcomes
- Ensure you, and others around you, are healthy and safe, with a focus on employee wellbeing.