



entré

Job Description – HR Manager

Position This job description covers the responsibilities and duties of entré's HR Manager.

Context Entré is a student-run society and charity that seeks to generate entrepreneurial thought, and ultimately business ventures, from students of the University of Canterbury & Ara. The principal stakeholders in entré are the University of Canterbury, staff and students of the University of Canterbury, sponsors and local industry.

The Executive is elected from within the student body of University of Canterbury, Lincoln University & Ara Institute of Canterbury. The CEO, COO & CFO are recruited by the Advisory Board Chairman, Director of UCE, outgoing CEO & COO, platinum sponsors and the UCE Co-ordinator, with the remainder of the Executive appointed by an entré selection panel. Additional Executive members may also be co-opted when additional skills and expertise are required to replace Executive members.

Eligibility Criteria

- Applicants must be a student enrolled and studying towards a degree or diploma at UC or Ara, at the time of submitting an application, with a course load of at least 0.25 EFTS (i.e. 30 points). This course load must be maintained for Semester 1 and 2 of the year that they are on the Executive.
 - Recommendation that members of the entré Executive are not on any other club executive/committee's due to the workload and to ensure commitment to entré.
 - The role will be subject to a 90-day trial period – for the HR Manager the trial period commences on 1 February.
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Role Reports to: COO
Responsible to: COO

The role of the HR Manager is to assist the COO with HR related tasks for entré, oversee Health & Safety as well as general administrative tasks including database management, correspondence and organising & noting action points from committee meetings.

The HR Manager is a key role, working closely with the COO, CEO, business community, entré alumni and the UCE Co-ordinator to ensure that the company functions efficiently.

Key Qualities

Key qualities required of the person for this role are:

- Commitment to entré
 - Integrity
 - Willingness to help others
 - Uses initiative, a self-starter
 - Exceptional written & verbal communication skills
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Key Skills

The key skills required by the HR & Administration Manager are:

- Good people skills
 - Attention to detail
 - Good memory (can recognize faces at events)
 - Ability to listen and record information accurately
 - Ability to summarise key information
 - Excellent organization & administrative skills/efficient
 - Articulate, with a clear writing style
 - Ability to monitor time and work to dead lines
 - Ability to work both independently and within a team environment
 - Excellent communication skills, both verbal and written
 - Competent with different computer programmes
 - Ability to set up and maintain accurate databases
 - HR knowledge/skills would be useful but not essential
 - Knowledge of health & safety legislation and requirements would be useful but not essential
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Key Duties

Key duties that are part of this role include (but are not limited to):

- Assist the COO to organise Executive Professional Development Sessions
- Oversee Health & Safety for entré
- Work with the COO and the Centre for Entrepreneurship to ensure entré's Health & Safety policies and practices are upheld by the Executive, documentation completed (where required) and any incidents are reported
- Other HR tasks as requested by the CEO or COO
- Put together content for entré's external newsletters for members & sponsors and send out

- Take minutes for the Advisory Board Meetings and send out all relevant Papers.
- Attend all weekly meetings and note action points and key discussions at the weekly team meetings and distribute to team the same day
- At the beginning of the year once dates are finalized for events, contact University VIP's to get events diarised (co-ordinate with UCE Co-ordinator)
- Maintaining databases (students, sponsors events, business community, VIP, entré for Lunch, competition entries and Alumni)
- Contact Alumni competition winners and interview them to get content for the success stories page on entré's website
- Organise social activities for the Executive in conjunction with the COO & CEO
- Help man front desk at events, distribute name badges & greet guests
- Correspond with students and Alumni, as required
- Attend entré events
- Work with the incoming team member and the UCE Co-ordinator to ensure a smooth hand over period and effect transfer of knowledge and information