

P&C ADMINISTRATOR POSITION DESCRIPTION



Reports To:	HR Consultant
Location:	Auckland
Position Status:	Fixed-Term (3 months), Part-time (24 hours per week)
Direct Reports:	Nil
Key Relationships:	Seasonal Employees, Regional Lifesaving Managers
Date Prepared:	July 2025

ABOUT SURF LIFE SAVING NZ

As Aotearoa's leading beach & coastal safety, drowning prevention and rescue authority, we are truly unique, delivering proactive lifeguarding & essential emergency rescue services, a range of public education beach safety programs, member education, training & development as well as a highly respected sport. With New Zealand having one of the highest rates of drowning (per capita) in the OECD, we are committed to changing this with a vision that No one drowns at the beach in Aotearoa New Zealand.

We do all this as a for purpose organisation and while we are well supported by central and local government we are not fully funded so rely on the generosity of the public, commercial partners, foundations, and trusts for donations and financial contributions to lead and support our incredible front-line volunteer lifeguarding services. SLSNZ is the national association and represents 74 Surf Life Saving Clubs with 18,000 plus members, including more than 4500 volunteer Surf Lifeguards. Lifeguards patrol over 80 locations in summer and provide year-round emergency call-out rescue services throughout Aotearoa, saving hundreds of lives each year and ensuring thousands return home safe after a day at the beach.

[Surf Lifesaving NZ - Homepage](#)

OUR ORGANISATIONAL CULTURE STATEMENT

People are at the heart of everything we do. We support our clubs, volunteers and each other through our values of:

Collaboration • Integrity • Respect • Wellbeing • Fun

We are an organisation that our People are proud to work for and our whanaungatanga (sense of kinship, connection, relationships through shared experiences and working together) provides our people with a sense of belonging.

POSITION PURPOSE

The purpose of this role is to support the recruitment and onboarding of approximately 500 seasonal employees across the country. This includes preparing and distributing employment agreements, managing the return and filing of employment documentation, conducting police vetting and driver licence checks, and liaising with regional teams. This role ensures a smooth and compliant recruitment process while reducing administrative pressure on the operational teams.

This role plays a key part in enabling safe, well-supported summer services by ensuring compliance and efficient onboarding of lifeguards and education staff.

KEY RESPONSIBILITIES

Employment Agreement Preparation and Employment Documentation Co-ordination	<ul style="list-style-type: none">• Bulk merge of employment agreements• Ensure new employees receive required employment documentation and that these documents are returned, distributed to required staff and filed• Manage communications alongside regional teams to ensure candidates are kept up to date• Police vet successful applicants
Recruitment Support for Paid Lifeguard Service	<ul style="list-style-type: none">• Co-ordinate the completion of employment documentation for paid lifeguard service and beach ed applicants and ensure payroll receive all required information in a timely, efficient manner• Undertake police vetting of applicants for the paid lifeguard and beach ed service and maintain a database to determine when renewal vetting is required
Personal File Maintenance	<ul style="list-style-type: none">• Maintain seasonal staff personal files

SKILLS & QUALIFICATIONS

- 2+ years of experience in an administrative role, preferably HR.
- Familiarity with cloud document management systems (e.g. SharePoint, Google Drive)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), particularly with mail merge
- Experience with signing portals (preferably DocuSign)

PERSONAL ATTRIBUTES

- Excellent organisational abilities
- Strong interpersonal and communication skills.
- High attention to detail and accuracy
- Ability to handle confidential information with integrity and discretion.
- Problem-solving and decision-making skills.
- Positive “can-do” attitude