



People & Culture Project Delivery

Are you passionate about games?

We love games, so we make games people love to play! Since 2009, PikPok has been making quality mobile games for the whole world to enjoy.

We focus on engaging and delighting players with high quality art, intuitive gameplay and rewarding in-game experiences.

Our team is based in Wellington, NZ, and is made up of talented folk from all over the globe.

We've released successful original games including Rival Stars® Horse Racing, Agent Intercept™, Into the Dead® 2, Flick Kick® Football Legends and Shatter™. We also work with top-notch partners to create fun, entertaining games that are enjoyed across the globe.

PikPok values the contributions of people with diverse backgrounds, experiences, skills, and perspectives. We want our games to reflect the diversity of the people playing them now and in the future. People with curiosity, a sense of ownership, and who actively collaborate will fit well with our values.

In return, we commit to being an employer who balances fun and delivery. We pride ourselves in providing a work environment where it is safe to be yourself. Our teams enjoy the satisfaction that comes from creating success and joy, entertaining the world, and working together.

PikPok is dedicated to delivering exceptional player experiences. If you have the same drive to support the delivery of quality of service to our customers, then you might just be the **P&C Project Delivery** person we're looking for!

We're PikPok, and we make games!

About the role (6 months fixed term employment)

PikPok wants to create success and joy through entertaining the world by working together.

We have a series of P&C initiatives and projects we require support to deliver over the next six months.

You will be outgoing, proactive, organised and most of all, enjoy being at work.

Live the PikPok values

- **Be Curious** - Be interested in everything. Ask questions often. Seek to understand our players, their motivations and behaviours. Frequently challenge your own ideas and positions. Understand that everyone has something to teach and learn. Bring a level of enthusiasm and passion to your work.
- **Take Ownership** - Don't procrastinate. Be willing to make a commitment and own any subsequent successes and failures. Have the maturity to learn from mistakes and be hungry for feedback. Understand that quality is everyone's business and push yourself and others to own the delivery of quality. Be reliable, with a willingness to take a feature (or similar) and own it, including driving it, ensuring it is completed, looping in others, updating artifacts, and more.
- **Collaborate Well** - Have a willingness to collaborate with others and think beyond yourself. Have the ability and willingness to actively listen to others and see their side of the issue. Be willing to take advice without being defensive and to separate work critique from personal critique. Understand the common purpose, support and nurture colleagues. Work toward the benefit of the company and project. Be respectful. Be understanding. Be kind.

Stakeholders and key relationships

- Internal
 - People & Culture Director (reporting manager)
 - All PikPok People
 - Divisional Directors
 - Studio Services Team

Responsibilities

1. Develop and deliver solutions (including collateral where appropriate) for the following P&C projects and initiatives:
 - Review and implement a relevant and modern People Policy suite.
 - Develop an Employee Handbook.
 - Develop a recommendation to ensure consistency in approach to Long Service with consideration to the historic application.
 - Develop and deliver an Induction Process to ensure all people have a consistent experience and develop the basis of a lasting work relationship with their direct management line.
 - Develop the materials to support a Studio-wide Induction Workshop to ensure new joiners understand the genesis and future of PikPok and have the opportunity to directly engage in a meaningful way with the Leadership team and other support functions.
 - Prepare collateral to support the implementation of a new IEA including presentation materials, FAQs, correspondence and change process documentation.
 - Support activity relating to the annual salary review process.
 - Support the onboarding of new people through any expansion activity as appropriate.
 - Other initiatives as appropriate.
2. PikPok's priority is the wellbeing, health and safety of all those around us. Our people are encouraged to work together to provide a safe environment for all, by:
 - Ensuring wellbeing, health and safety procedures are understood and adhered to.
 - Reporting all identified hazards to HR@pikpok.com within five working days.
 - Reporting all accidents, incidents or near misses to HR@pikpok.com within two working days.
 - Participating in Wellbeing, Health & Safety training as required.
 - Taking responsibility for personal Wellbeing, Health & Safety behaviour in the workplace.
 - Completing any requests to support WH&S correction activity in and for the Studio.
 - Actively supporting Wellbeing, Health and Safety initiatives in the Studio.
 - Recognise and reward positive health and safety behaviours in others.
 - Promote and encourage process improvement opportunities to further improve health and safety.

Experience and attributes

- Significant experience in a wide variety of P&C environments and roles.
- Strong delivery ethic.
- Ability to self-manage and prioritise.
- Excellent interpersonal communication skills and a collaborative style.
- Strong communication, reporting and presentation skills.
- Good analysis and problem-solving skills.
- Agility and pragmatism.
- High attention to detail.
- Excellent computer literacy in all Microsoft and Google suite programs.

To Apply:

Please visit our careers website at www.pikpok.com to see the full position description and to learn about what it means to be a great member of our team.

- Please send your application to careers@pikpok.com
- Closing date for applications – 24 December 2021.