

POSITION DESCRIPTION

Position Title	HR Specialist
Unit	Group Operations
Reports To	Group Manager - Human Resources
Direct Reports	Nil
Location	Nelson
Date	October 2016

Main Purpose and Challenges of the role

Sealord's purpose is to improve peoples' lives by creating irresistible seafood for them to enjoy every day.

Sealord's key activities include:

- New Zealand and international deep sea fishing and processing at sea. New Zealand's largest fishing quota holder.
- Land-based deep sea fish processing (Nelson, New Zealand and China).
- Aquaculture farming, processing and sales (Tasmanian salmon and ocean trout; Queensland barramundi).
- UK fish processing (primarily selling to Retail sector).
- Global export sales (commodity and value-added deep-sea fish products).
- Focus on New Zealand and Australian Retail and Foodservice markets with branded and unbranded product:
 - Strong market leadership position in New Zealand in Retail canned/frozen categories.
 - Growing Retail presence in Australia (#1 position in Retail salmon/ocean trout, growing player in fresh/frozen whitefish categories).
- Joint ventures and other investments such as Antarctic toothfish, Australian quota fishing and Westfleet (Greymouth-based fishing and processing business).

The HR team is committed to driving an agile and focused organisation and has identified the strategic direction for the human resources function at Sealord. This will encompass the development of a robust HR platform and framework to enable the organisation to operate with clarity, discipline and transparency in conjunction with a fully engaged HR Business Partner model. At all levels the HR team actively demonstrates and articulates Sealord's values.

The HR Specialist has a key role to play by being part of the ongoing development and operational implementation of this strategy while providing solid HR operational support and advice to an identified portfolio. The role is also responsible for supporting organisational development activities for the Nelson based site (non-statutory training) in terms of learning needs analysis, involvement in selecting providers, and where necessary, overseeing design, delivery and evaluation of activities and initiatives.

This will include:

- Supporting the Group to drive the implementation of a values-based high performing commercial and operational culture, linked to business strategy
- Undertaking a range of learning and development duties including training needs analysis, training programme development and in-house HR process training delivery.
- Coaching and up-skilling managers around all aspects of leading and managing their people
- Providing expert advice around employment relations including union relationships

Safety First • Respectful • Responsible • Collaborative • Innovative

This document is current at date of printing - 19 October, 2016

- Being aware of changes and trends in best practice human resources management and maintaining responsibility for personal and professional development
- Developing and promoting effective and credible working relationships with senior managers within the allocated portfolio to ensure that HR is aligned with and incorporated into business decisions and actions.

Key Accountabilities

- Health and Safety**
- Provide strong leadership around Health & Safety to Sealord Group
 - Abide by and administer company safety policies as contained in the Health and Safety Manual and related documentation
 - Comply with the requirements of the Health and Safety in Employment Act 1992 and Health and Safety in Employment Regulations 1995
 - Active involvement in the company's "Stay Safe" programme:
 - assist in the management of hazards (all hazards reported, all corrective actions from hazard reports and accidents closed out)
 - participate in TALK meetings (11 Talk and Up-Talk meetings to be completed annually)
 - abide by safety rules and requirements
 - encourage others to act safely
 - participate in WALK behavioural observation programme
 - accurately report and record safety incidents
 - assist in the investigation of safety incidents (All LTI accidents to be investigated and root cause determined).
 - pro-active and cost effective management of the safe and early return to work of injured employees
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- Business Partner**
- Partner with the business to provide expert, high quality, responsive and professional advice to both managers and employees on all aspects of human resources management Contribute towards the HR strategy and annual business plans.
 - In conjunction with the Group Manager - HR, develop and implement agreed initiatives and frameworks to support the HR strategy which support line manager accountability for their people, including but not limited to Talent, Engagement and Development
 - To continuously develop knowledge and understanding of Sealord and its unique challenges and opportunities
 - Be a role model for Sealord values within all interactions
 - Being pro-active and innovative in identifying ways for HR to address skill gaps or development needs in managers
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- Employment Relations**
- Be the ER specialist for union activities for onshore factories, including taking a joint lead role in negotiations as required.
 - Provide indepth knowledge and practical advice and assistance on the interpretation of Individual and Collective Employment Agreement terms and conditions

- Ensuring that all policies and procedures and employment related documentation comply with legal requirements
- To act in 'Good Faith' in all employment relationship issues
- Be a proactive team member in Union relationships
- Maintaining a high level of awareness and understanding around changes to employment legislation and case law and ensuring that Sealord's employment practices are compliant at all times
- Providing robust advice on employment relations issues to managers in a timely manner and working with them to resolve employment issues as early as possible
- Managing the personal grievance process when appropriate

Recruitment

- Be the key HR lead for the annual Hoki season recruitment project
- Develop the Sealord employment brand and identity to attract individuals with the right skills, experience and fit for the Sealord culture
- Advise and coach managers around workforce planning, role design and best practise recruitment and selection methods
- Undertake a position analysis process and develop robust position descriptions in conjunction with the manager
- Oversee the recruitment process and provide support, advice and tools to enable managers to make the right recruitment decisions
- Ensure that the employment offer is accurate and produced in a timely manner
- Managing relationships and agreements with recruitment agencies and develop Sealord requirements to ensure both cost efficiencies and fit with culture and values

Performance Management and Development

- Coach managers to develop their own understanding and skill-base around managing people
- Coach and support managers in using the Performance Management and Development process
- Provide support with developing robust Key Performance Indicators (KPI's)
- Work with managers when addressing identified performance concerns with individual employees
- Be pro-active in contacting managers who have employees with low ratings and assist with appropriate actions
- Provide input into the continuous improvement of the Performance Management and Development process to ensure that it is a robust tool that enables Sealord managers to assess and manage their teams' performance

Organisational Development and Change Management

- Co-ordinate engagement initiatives and surveys as required for Sealord – Nelson based or Company wide.
- Assist management with strategic workforce planning around organisational structure
- Provide expert advice around the consultation and legal requirements for a restructure or disestablishment process

- Assist with the development of change processes and documentation
- Ensure that any change processes are managed with respect to the individuals affected

Reward & Recognition	<ul style="list-style-type: none"> • Identify opportunities for reward and recognition programmes to build a culture of encouraging and driving high performance • Ensure that roles are accurately job-sized for evaluation purposes • Provide expert advice during the salary review process and at recruitment on appropriate remuneration practices
Learning and Development (non statutory training)	<ul style="list-style-type: none"> • Work with the Group Manager - HR and other managers to identify overall non-statutory learning and development, skill, capability and competency gaps within the Nelson based site and develop solutions to meet these needs • Contribute towards the preparation of the annual training budget • Review organisational providers so that all programmes offered add value to the business and meet business needs. • Work with the training co-ordinator to ensure all courses are organised and any relevant grants and/ or subsidies are obtained for all eligible training • Ensure agreed learning and development interventions are evaluated appropriately • Manage all costs within training budget and provide report monthly
Policies and Procedures	<ul style="list-style-type: none"> • Contribute to the ongoing review and evaluation of existing practices with the aim of ensuring best practice Human Resources Management • Identify the best ways of implementing and communicating policies and procedures • Ensure that an appropriate consultation process is undertaken with key stakeholders with any changes to policy or procedures
Systems and Analysis	<ul style="list-style-type: none"> • Maximise use of HRIS to ensure HR is a forefront of technology and ensuring data integrity of all employee data • Provide analysis of HR trends and information and make recommendations based on the outcome of the analysis • Have a constant focus on improving HR systems for efficiency and accuracy
General	<ul style="list-style-type: none"> • Any other tasks, responsibilities and projects as allocated by the Group Manager - HR, from time to time. • Provide collaborative support across the HR team to ensure the success of the whole HR team • Undertake projects as and when required

Key Relationships – who will this position be required to manage relationships with

Internal	Nature of the Relationship
<i>Group Manager - HR</i>	<ul style="list-style-type: none">• Reporting relationship
<i>GM's and other senior managers across Sealord</i>	<ul style="list-style-type: none">• Provide expert and trusted HR advice and support• Contribute towards business planning and decisions
<i>People Managers</i>	<ul style="list-style-type: none">• Coach and provide trusted advice and support
<i>Employees</i>	<ul style="list-style-type: none">• Provide information and advice where necessary
<i>Payroll</i>	<ul style="list-style-type: none">• Communication of relevant information
External	
<i>Recruitment Agencies</i>	<ul style="list-style-type: none">• Manage relationship to ensure the best outcome for Sealord Group
<i>Unions</i>	<ul style="list-style-type: none">• Manage relationship in accordance with Sealord Group's ER Strategy

Person Requirements – typical background and qualifications to competently perform the responsibilities of the role

Essential	Desirable
<ul style="list-style-type: none">• Demonstrated understanding of New Zealand employment law and practical experience of its application• Minimum of 3-5 years' proven experience in an HR generalist level role• Extensive experience in the development and implementation of HR policies and practices• Demonstrated ability to provide HR input into the strategic planning processes• Excellent written and verbal communication skills• Strong customer focus• Strong ability to build and maintain effective working relationships• Demonstrated ability to be able to interact effectively with individuals at all levels of the organisation• Presentation and facilitation skills• Bias for action• Collaborative• Sound judgement	<ul style="list-style-type: none">• Tertiary Qualification in Human Resources Management or related field• Experience in a manufacturing or factory environment• Experience with a unionised workplace• Previous Learning and Development experience