

HUMAN RESOURCES & HEALTH AND SAFETY ADVISOR



The Heartland Group has evolved from a group of Nelson orchardists who since 1993 have collaborated about on-orchard management practices, joint investment in pack-house operations and post deregulation of the industry sales and marketing, cool and controlled atmosphere storage, logistics, and new variety development.



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| POSITION TITLE: | HUMAN RESOURCES & HEALTH AND SAFETY ADVISOR |
| Location | Nelson Region |
| Reports to | Chief Financial Officer |
| Direct Reports | None |
| Overall Purpose of Role | <p>The HR and H & S Advisor assisting and advising on recruitment, employment relations training support, working closely with our RSE team and assisting in their pastoral care and support.</p> <p>They will be required to lead the ongoing development of our health and safety framework, and ensure Heartland has robust health and safety culture, systems and documentation.</p> |
| Heartland Values | New set of values to be agreed |

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| | KEY ACCOUNTABILITIES |
| Human Resources | <ul style="list-style-type: none"> • Responsible for providing HR advice and services to managers and staff • Liaises continually with all managers, supervisors and team leaders to ensure that all HR issues are identified, understood and managed • Provides effective HR advice to managers and to staff, so that they can understand their opportunities and obligations • Operates in a way that makes staff feel safe in asking HR questions and raising issues |

| KEY ACCOUNTABILITIES | |
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| | <ul style="list-style-type: none"> • Demonstrates integrity in the handling of sensitive and confidential data about people • Provides robust and timely HR reporting as required for management • Provides support assistance and advice to managers as they carry out the HR dimensions of their roles, ensuring consistency across the group in areas including: <ul style="list-style-type: none"> ○ Recruitment (see more detail below) ○ Job Descriptions ○ Employment Agreements ○ Performance Management ○ Training & Development ○ Remuneration and Employee Benefits |
| Recruitment | <ul style="list-style-type: none"> • Pre-season – work with Managers to understand staffing requirements for the coming season • Design appropriate recruitment and selection processes to hire the staff required (this may include bulk recruitment processes) • Undertake the administration behind the recruitment and selection processes. This will include: <ul style="list-style-type: none"> ○ Creating and placing Advertisements ○ Running social media campaigns – including creating and managing the Heartland Facebook page ○ Collating CV's as they come in ○ Screening CV's with hiring managers ○ Telephone/Skype screening if required ○ Arranging interviews ○ Facilitating interviews with managers ○ Creating appropriate employment agreements for new staff • Liaising with recruitment providers e.g. WINZ, temp agencies, etc. |
| RSE Workers | <ul style="list-style-type: none"> • Responsible for timely administration, recruitment and provision of pastoral care for the RSE workers. This includes: <ul style="list-style-type: none"> ○ Ensuring all NZ Immigration, Tongan Immigration, Department of Labour and NZ High Commission requirements are met. Including annual ATR's and Employer RSE status ○ Management of recruitment from Tonga and liaison with recruitment contacts as required ○ Organising travel arrangements for RSE workers ○ Arrangement and on-going management of appropriate accommodation options ensuring all required paperwork is completed ○ Ensure all RSE workers have appropriate documentation required including IRD numbers, bank accounts and visas/passports ○ Liaising with group leaders as appropriate ○ Liaising between Heartland, the Waimea Consortium RSE group, RSE workers and accommodation suppliers ○ Attend and contribute at Waimea Consortium meetings ○ Facilitate and assist with pastoral care including organising events, medical care and financial and personal support of RSE workers |
| Employment Relations | <ul style="list-style-type: none"> • Advise and assist managers and employees in a timely and professional manner |

| KEY ACCOUNTABILITIES | |
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| | <p>to address ER issues including change management and disciplinary issues that arise</p> <ul style="list-style-type: none"> • Advise and assist managers to ensure all industrial relations are well managed in order to mitigate any potential risk to the Heartland Group • Keep abreast of changes due to legislation, employment case law and how this affects Heartland and make recommendations for changes/improvements arising from this intelligence. |
| Health and Safety | <ul style="list-style-type: none"> • Responsible to lead the ongoing development and administration of our Health and Safety system and culture including: <ul style="list-style-type: none"> ○ Manage and maintain the H&S Management System ○ Organise pre-employment and random drug and alcohol testing and ensure results are appropriately acted on ○ On-site assistance and audits to ensure compliance ○ Organise investigations and reports on any incidents and accidents ○ Keep policies and procedures up to date ○ Organise safety training when required ○ Organise safety documentation ○ Organise and assist managers with staff inductions ○ Organise and minute H & S committee meetings and ensure H & S toolbox meetings are held and minuted |

| KNOWLEDGE, SKILLS AND PERSONAL QUALITIES | | | |
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| Experience | <p>The incumbent will have sound time management skills and have a strong eye for detail and accuracy – with the ability to manage and prioritise their work and to work under pressure and often to tight deadlines</p> <p>Strong verbal and written communication skills are essential along with the ability to positively influence staff and manager communications as well as being a strong team player.</p> <p>Due to the scope and nature of the role, this position would ideally suit a person with a proven track record as an HR Generalist with:</p> <ul style="list-style-type: none"> • a thorough knowledge and understanding of employment-related legislation and its practical application and general Employee Relations skills • experience in Recruitment and Selection • experience with Health and Safety Systems | | |
| Education | Tertiary qualification in a HR related discipline and/or at least 3 years relevant work experience | | |
| Interactions | <table border="0"> <tr> <td style="vertical-align: top;"> <p>Internal</p> <ul style="list-style-type: none"> • Management Board • CFO • Finance & Administration Manager • Finance & Payroll Administrator • COO • Packing Manager • Packhouse Team </td> <td style="vertical-align: top;"> <p>External</p> <ul style="list-style-type: none"> • HR Partners – Intepeople • Drug & Alcohol testing providers • EAP Provider(s) • NZ High Commission • Immigration Department • Department of Labour • Medical specialists </td> </tr> </table> | <p>Internal</p> <ul style="list-style-type: none"> • Management Board • CFO • Finance & Administration Manager • Finance & Payroll Administrator • COO • Packing Manager • Packhouse Team | <p>External</p> <ul style="list-style-type: none"> • HR Partners – Intepeople • Drug & Alcohol testing providers • EAP Provider(s) • NZ High Commission • Immigration Department • Department of Labour • Medical specialists |
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| | <ul style="list-style-type: none"> • Coolstore Team • Export & Local sales teams • RSE Workers | |
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| BEHAVIOURAL COMPETENCIES | | |
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| Communication | <ul style="list-style-type: none"> • Facilitates effective communication and/or planning in situations where a group is struggling to make progress • Uses a range of techniques and strategies to positively influence people with strongly held views/beliefs • Displays highly developed communication and interpersonal skills • Mediates difficult issues or protracted conflicts between parties in a way that leads to constructive resolution • Negotiates outcomes that address the needs of all parties • Communicates vision to others in a relevant and compelling manner that promotes enthusiasm and commitment • Deals with difficult and complex situations taking control to achieve objectives | |
| Technical Knowledge and Skills | <ul style="list-style-type: none"> • Has in-depth specialist knowledge and skill in their specialist field. • Uses their specialist knowledge to add value to the business/organisation, Takes appropriate steps to educate or up-skill customers/colleagues about their specialist field. • Makes effective use of the current tools and technology in their specialist field. | |
| Teamwork | <ul style="list-style-type: none"> • Acts appropriately and effectively within a team • Is able to get along with others and works cooperatively towards a group goal • Participates in team activities and actively contributes • Shares information willingly • Helps others when required • Supports team decisions • Feels accountable for the performance of the team • Explores differences of opinion in a constructive manner and is willing to be flexible in approach • Acknowledges the contribution of others • Contributes to a sense of team spirit | |
| Problem Solving | <ul style="list-style-type: none"> • Able to analyse a situation, draw conclusions and make recommendations • Considers the risks to the organisation of the various courses of action being considered • Willing to take measured risks in order to achieve important outcomes • Finds creative and workable solutions to difficult problems • Evaluates the results of problem solving efforts, and makes adjustments as required • Displays good judgment - assesses priorities in relation to the big picture • Builds on simple ideas to develop and execute solutions that address a wider range of issues/needs • Gathers as much relevant information as possible, exploring multiple options before making decisions | |

BEHAVIOURAL COMPETENCIES

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| | <ul style="list-style-type: none">• Is observant - notices details and patterns of information that could easily be overlooked, but which are relevant to the problem being considered |
| Work and Project Management | <ul style="list-style-type: none">• Organises people, time and resources to achieve objectives• Achieves desired results within allocated budget and timeframe• Resourceful - acts quickly using available resources to deal with issues in a practical, effective manner.• Monitors impact of actions and adjusts future actions accordingly• Shows an ability to make the hard decisions when circumstances require it• Breaks objectives and goals down into tasks and determines resources needed for each task• Allocates appropriate time for work tasks, identifies dependencies, and develops timelines and milestones• Assesses risk - likelihood, impact and management options - when planning projects• Identifies more critical and less critical activities, and maintains focus on priorities• Monitors work progress, and makes early adjustments to plans if there are problems |