

HUMAN RESOURCES & HEALTH AND SAFETY ADVISOR



The Heartland Group has evolved from a group of Nelson orchardists who since 1993 have collaborated to improve their respective businesses by embracing the free exchange of information and on-orchard management practices, followed by 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.



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 provides recruitment and employment relations support to the managers at Heartland Group and includes working closely with the RSE workers where the group also provides outstanding pastoral care support.</p> <p>They will be required to provide health and safety leadership and support to the managers and ensure Heartland has robust health and safety culture, systems and documentation.</p>
Heartland Values	New set of values to be agreed

	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 understand their HR needs and ensure that critical 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

KEY ACCOUNTABILITIES	
	<ul style="list-style-type: none"> • Operates in a way that makes staff feel safe in asking HR questions and raising issues • Demonstrates integrity in the handling of sensitive and confidential data about people • Provides robust and timely HR reporting as required for management • Provides support and assistance 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 all the administration behind the recruitment and selection processes. This would include: <ul style="list-style-type: none"> ○ Creating and placing the 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 undertaking all administration associated to recruitment and provision of pastoral care of the RSE workers. This includes: <ul style="list-style-type: none"> ○ Ensuring all Immigration Department, Department of Labour and NZ High Commission requirements meets all the criteria of the RSE scheme ○ 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 Nelson RSE group, RSE workers and accommodation suppliers ○ 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"> • Support managers and employees in a timely and professional manner to address ER issues including change management and disciplinary issues that arise

KEY ACCOUNTABILITIES	
	<ul style="list-style-type: none"> • 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, court cases and how this affects Heartland. Based on these make recommendations for changes/improvements
Health and Safety	<ul style="list-style-type: none"> • Responsible for all the Health and Safety administration and tasks within Heartland including: <ul style="list-style-type: none"> ○ 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 ○ Maintain ACC accreditation ○ Keep policies and procedures up to date ○ Organise safety training when required ○ Organise safety documentation ○ Organise staff inductions with managers ○ Organise H & S committee meetings and ensure H & S toolbox meetings are held and minutes recorded

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES			
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 tight deadlines</p> <p>Strong verbal and written communication skills are essential along with the ability to influence staff and manager individually and operate as a strong team player in a group environment.</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 		
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"> • CFO • Finance & Payroll Manager • Finance & Payroll Administrator • Packing Manager • Packhouse Team • Coolstore Team • Export & Local sales teams • RSE Workers </td> <td style="vertical-align: top;"> <p>External</p> <ul style="list-style-type: none"> • HR Partners – Intepeople • Drug & Alcohol testing providers • EAP Provider • NZ High Commission • Immigration Department • Department of Labour • Medical specialists </td> </tr> </table>	<p>Internal</p> <ul style="list-style-type: none"> • CFO • Finance & Payroll Manager • Finance & Payroll Administrator • Packing Manager • Packhouse Team • Coolstore Team • Export & Local sales teams • RSE Workers 	<p>External</p> <ul style="list-style-type: none"> • HR Partners – Intepeople • Drug & Alcohol testing providers • EAP Provider • NZ High Commission • Immigration Department • Department of Labour • Medical specialists
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BEHAVIOURAL COMPETENCIES

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 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 • 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

BEHAVIOURAL COMPETENCIES

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