

Human Resources Manager – Quarry Rd

<p>Major Activities</p> <ul style="list-style-type: none"> Recruitment and Inductions: <ul style="list-style-type: none"> Provide support with recruitment, ensuring procedures are followed and documentation completed, rosters are fully manned with the appropriate level of expertise. Organise and manage induction process ensuring all employees are fully inducted prior to commencing in their roles. People Development / Engagement <ul style="list-style-type: none"> Ensure agreed KPI's are met including improved engagement scores Keep training database up to date and follow-up on outstanding records / book staff on courses as required, e.g. First Aid, Forklift courses Ensure all seasonal employees have completed the necessary training Implement, train and support managers and team leaders in appropriate HR processes, eg. recruitment, performance management and disciplinary processes Payroll - provide support with the weekly Payroll processes ensuring the data is accurate and sent on time, ensuring up to date records are completed and filed, and confidentiality maintained Administration - organise and manage meetings, functions and team events. Take and distribute minutes. Carry out HR reception duties in off season. Provide a weekly report on absenteeism and hours/days of work for all employees People– coach and motivate team to achieve KPI's and follow best practice, Complete regular performance appraisals for key staff, ensure all appraisals are being completed to 100% at Quarry Rd. Introduce new initiatives to ensure EastPack is the employer of choice in Kiwifruit Growing Excellence – promote EastPack's culture of Growing Excellence, involve team in problem solving, maintain a safe and tidy workplace (6S) Health & Safety: <ul style="list-style-type: none"> Train staff to appropriate standard and monitor to ensure compliance with safe operating procedures. Report hazards. Actively promote safety. Follow the processes outline in the H&S folder. Arrange testing, eg drug and alcohol, hearing. Investigate and document all lost time injuries and near misses, report to Site Managers on all H&S incidents Educate all staff on ACC and OFI system, ensure OFI's are actioned within documented timelines. 	<p>Purpose</p> <p>Provide a range of human resource and administration (including Payroll) support to managers and team leaders. Ensure there is sufficient staff available for all shifts and they are fully inducted and assessed for role suitability. The role is also responsible for H&S on site and other tasks as required.</p>		
	<table> <tr> <td data-bbox="1052 391 1668 997"> <p>Attributes / Knowledge</p> <ul style="list-style-type: none"> Experience Human Resources practitioner Good knowledge of applicable legislation, eg Employment Relations Act, Holidays Act, H&S Act Attention to detail Good level of computer literacy including working with Payroll and HR systems (People Inc and ADI), Word and Excel People skills – able to communicate well with a range of people Ability to work to deadlines and make sound decisions while working under pressure Problem solving and Time management Physically fit – able to undertake other duties as required. Ability to be flexible with days and hours of work, eg weekends and extended hours during main production periods </td><td data-bbox="1668 391 2128 997"> <p>Key Relationships</p> <ul style="list-style-type: none"> Site Manager, Internal Site Teams, Staff from other EastPack sites, GM HR, RSE Manager and Payroll Manager, H&S team, External Agencies (eg Winz, ACC), Growers <p>Scope</p> <ul style="list-style-type: none"> Reports to: Site Manager Seasonal Direct Reports may include: <ul style="list-style-type: none"> Receptionist (2) HR/Admin Assistant (2) Financial Delegations: Purchase Orders must be completed first and signed off as per Delegated Authority levels </td></tr> </table>	<p>Attributes / Knowledge</p> <ul style="list-style-type: none"> Experience Human Resources practitioner Good knowledge of applicable legislation, eg Employment Relations Act, Holidays Act, H&S Act Attention to detail Good level of computer literacy including working with Payroll and HR systems (People Inc and ADI), Word and Excel People skills – able to communicate well with a range of people Ability to work to deadlines and make sound decisions while working under pressure Problem solving and Time management Physically fit – able to undertake other duties as required. Ability to be flexible with days and hours of work, eg weekends and extended hours during main production periods 	<p>Key Relationships</p> <ul style="list-style-type: none"> Site Manager, Internal Site Teams, Staff from other EastPack sites, GM HR, RSE Manager and Payroll Manager, H&S team, External Agencies (eg Winz, ACC), Growers <p>Scope</p> <ul style="list-style-type: none"> Reports to: Site Manager Seasonal Direct Reports may include: <ul style="list-style-type: none"> Receptionist (2) HR/Admin Assistant (2) Financial Delegations: Purchase Orders must be completed first and signed off as per Delegated Authority levels
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<p>Role Type: Permanent</p> <p>Location: Quarry Road, Te Puke</p>	<p>Major Challenges</p> <ul style="list-style-type: none"> This role requires an experienced HR person who enjoys working with people and can deal with issues professionally, remaining impartial and maintaining confidentiality The ability to work on numerous tasks at once, someone who can retain details and constantly follow-up to ensure tasks are completed accurately on time, e.g. Payroll & finger scanning data, H&S, reporting, training, growing excellence, engagement. Ability to problem solve and react quickly and calmly to changing circumstances Dealing with a variable workload throughout the year and working flexible hours during the mainpack season including day and night shift and weekends. 		