



Human Resource Coordinator

POSITION TITLE:		HR OFFICER
BASED:	Motueka	
REPORTS TO:	Group HR Manager	
DIRECT REPORTS:	Nil	
OVERALL PURPOSE:	To build into a position to provide support with Group human resource needs and to provide oversight of the HR functions of the Motueka site.	
RELATIONSHIPS	Internal	Talley's Group HR Manager Department Managers/Supervisors Talley's Group Health & Safety Manager Talley's Training and Development Manager Motueka Site HR Co-Ordinator Other site HR Co-ordinators and recruitment staff Payroll staff
	External	WINZ MBIE Immigration NZ

KEY ACCOUNTABILITIES	
Group HR support	<ul style="list-style-type: none"> • Provide general support to Group HR Manager including preparation of reports, preparation and distribution of Group directives, and general administrative support. • Collate staff vacancy and recruitment information from the various sites around the country and report on this weekly. • Monitor recruitment advertising for consistency with approved advertising formats and ensure unnecessary or double up advertising is not occurring. Report on this weekly. • Manage the staff clothing ordering system in line with provided guidelines. • Audit site payroll and personnel file information for compliance with payroll processes, immigration processes, employment law standards and employment agreements and disciplinary processes. • Become familiar with Talley's Ltd employment agreements and review all agreements to ensure any recent updates are included.

KEY ACCOUNTABILITIES	
	<ul style="list-style-type: none"> • Monthly audits on migrant workers Visa expiry dates. Including identifying when key staff may be leaving the business as a result of Visa expiration. • Provide ownership and document control of Group policy documents. This includes driving regular reviews and updates to policies. • Help drive the implementation of Head Office HR initiatives across the Group. • Provide HR resource to other sites where necessary. • Assist HR Manager with regular wage review preparation and implementation. • Maintain and update Group employment agreements as directed by HR Manager. • Assist HR Manager with site audits on compliance with payroll, immigration obligations, disciplinary processes and employment agreements. • Manage Talley's Long Service Awards system.
Specific Motueka Site Functions	<ul style="list-style-type: none"> • Support the recruitment process through updating job descriptions, preparing advertising, managing applications and shortlisting. The process may include conducting interviews, reference checks, MOJ Checks, Visa Checks and management of the HRIS Ready Workforce application. • Be a point of contact for any HR concerns staff may have. • Lead, assist with or provide guidance to site people leaders with incident investigations, performance management issues or disciplinary processes. • Ensure compliance with immigration law including monitoring of current staff's eligibility to work. • Coordinate training and ensure that staff's certificates and compliance requirements are all up to date (i.e. food safety, confined spaces). • Assist with the rollout of new HR related applications or processes.

Commented [AP1]: Have left this in here, as you mentioned you may want to train someone in this.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES	
Experience:	<ul style="list-style-type: none"> • Experience in a generalist HR or HR administrator role, including experience in recruitment and employee relations. • Previous experience and knowledge of working with NZ Immigration Service and WINZ, an advantage.

Skills and Knowledge:	<ul style="list-style-type: none"> • Good general knowledge of human resource management including relevant employment legislation. • Excellent administration, communication, and relationship management skills. • Ability to formulate and provide sound HR solutions in a commercial and pragmatic environment. • Ability to work under pressure and tight timeframes with sound problem-solving skills. • Strong verbal and communication skills • Solid understanding of Microsoft Word and Excel and other IT systems.
Personal Attributes:	<ul style="list-style-type: none"> • Highly organised • Strong attention to detail • Resilient • Pragmatic and proactive • Ability to self-manage and use initiative • Driven for results