



100% MADE OF NEW ZEALAND

Employment Co-ordinator

Position Description

Our Vision: To become the world's most successful and sustainable grass-fed red meat company

Division: Operations

Reports to: People and Capability Manager

Role purpose:

The Employment Co-ordinator is responsible for the coordination and delivery of people related initiatives and activities on site, including recruitment, selection and onboarding. The Employment Co-ordinator will support site productivity by managing attendance records and initiatives relating to communication, retention and engagement of staff. The Employment Co-ordinator will implement, maintain and facilitate good employment practices on site ensuring legislative and company policy and procedures are adhered to and best practice is met. The role provides excellent customer service to managers, applicants and employees and continuously improves their own capabilities and the service they deliver.

Responsibilities include:

- Support Workforce Planning
- Recruitment processes
- Onboarding
- Systems, Reporting and Audit
- Employment Planning
- Administration

Key relationships

External:

Work and Income
Ministry of Business, Innovation and Employment
External Auditors
Unions
Ministry of Social Development
Recruitment Agencies

Internal:

People and Capability Manager
Site People Team Members
Corporate People Team
Plant Managers and Supervisors
Plant employees
Union Employee Representatives

Key responsibilities

Support Workforce Planning

- Understand and assist with implementation of seasonal and annual workforce plans to address the short and medium-term staffing needs of the plant
- In conjunction with Departmental Leaders and the People and Capability Manager, implement operational workforce plans which enable timely recruitment to ensure departments are fully staffed when required

- On a monthly basis, monitor the effectiveness of the plan and adjust/reschedule initiatives accordingly to meet any changing short-term needs
 - In collaboration with the People and Capability Manager and Departmental Leaders, ensure manning levels are adequately maintained
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Recruitment Processes

- Undertake all seasonal recruitment ensuring adherence to policies and procedures.
This includes:
 - Developing adverts and organising posting of adverts in liaison with the HR Advisor
 - Application management in our recruitment system (ourPeople/Oracle) ensuring applicants are communicated with in a timely manner
 - Organising and facilitating interviews with the assistance of departmental leaders,
 - Conducting all relevant checks as described in the standard recruitment process
 - Conducting pre-employment drug and alcohol screening activities
 - Ensuring complete medical checks are undertaken and results assessed objectively
 - Ensuring all job offer documentation is presented, signed and filed
 - Ensuring all internal new employee documents are completed and distributed to appropriate staff e.g. payroll, training, departments
 - Assist plant leaders in selecting the best candidates from interviews in order to increase the capability base, productivity and business performance
 - Ensure all job applicants have a positive experience of our employment brand
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Onboarding

- Ensure all new employees are made aware of their scheduled onboarding session
 - Ensure all new employees are onboarded into the plant, and into their department, in accordance with the Company onboarding process
 - Monitor onboarding effectiveness through participant evaluation and assessment of sessions
 - Liaise with the Operations Training Team and plant Training Co-ordinator to ensure all onboarding material remains up to date
 - Facilitate onboarding sessions if required
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Systems, Reporting and Audit

- Ensure employee records are accurately maintained within the People and Payroll systems
 - Implement system and process improvements as they are introduced from corporate
 - Providing accurate and timely employment reporting to Plant Management and Corporate Office
 - Assist Corporate HR Team, Internal and External Auditors with the collation of requested documentation and data and provide further information and clarification as needed
 - Ensure Absenteeism and retention reporting is completed
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Employment Planning

- Assist the People and Capability Manager with the implementation and communication of various recruitment and retention initiatives on plant
 - Maintain knowledge and understanding of employment related legislation and agreements that relate to all plant employees
 - Conduct Exit Interviews and ensure all leaving employees are encouraged to complete an exit interview
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Administration

- Provide administrative support to People related initiatives such as GROW
 - Assist with coordination of surveys including use of Culture Amp
 - Support People & Capability Manager with administrative tasks as required
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Competencies and professional expertise

- Demonstrates excellent written, oral and interpersonal communication skills
 - Keen attention to detail
 - Accurate and energetic approach to business success
 - Facilitation/presentation skills
 - Commercial acumen
 - HR or relevant tertiary qualification or equivalent experience
 - Broad-based experience or a sound knowledge of employment best practice and how to interpret and apply employment legislation
 - Computer literacy including proficiency in the use of Microsoft office systems and tools
 - A problem solver with the ability to make timely and quality decisions
 - The ability to understand and manage complex working relationships between employees and managers
 - Planning and scheduling ability
 - Excellent organisation and time management skills
 - The ability to communicate employment related information to employees in layman terms
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Core expectations

Customer focus - Proven ability to take ownership of issues

Adding value – Contribute to cross-functional projects and strategic initiatives

Values and Strategy – Live the Silver Fern Farms values and strive to achieve our strategic goals

Other duties – Complete all reasonably requested tasks in a competent and timely manner

Health, Safety and Wellness

- Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
- Follow all company and legislative health, safety and wellness policies, standards, and procedures including wearing PPE and using safety devices as required



- Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents immediately

