



100% MADE OF NEW ZEALAND

Employment Support Coordinator

Position Description

Our Purpose: Creating Goodness from the Farms the World Needs

Division: Operations

Reports to:

Role purpose:

The Employment Support is responsible for seasonal recruitment, selection and onboarding; overseas worker employment support and systems reporting. The Employment Support 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 applicants, employees and our leaders.

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
Site Managers and Department Leaders
Plant employees
Union Employee Representatives
Employment Coordinator

Key responsibilities

Support Workforce Planning

- 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 Employment Coordinator, implement operational workforce plans which enable timely recruitment to ensure departments are fully staffed when required

- On a monthly basis, in conjunction with the Employment Coordinator, monitor the effectiveness of the plan and adjust/reschedule initiatives accordingly to meet any changing short-term needs
 - In collaboration with the Employment Coordinator 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 extended via ourPeople
 - 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
 - Provide employment support for our overseas workers, including visas, bank accounts, IRD
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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 site 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 ourPeople 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 monthly



Employment Planning

- Assist the Employment Coordinator with the implementation and communication of various recruitment 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

Administration

- Provide administrative support to People related initiatives
- Assist with coordination of surveys including use of Culture Amp
- Support Employment Coordinator and People & Capability Manager with administrative tasks as required

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
- Excellent computer literacy including proficiency in the use of Microsoft office systems and tools
- Self-motivated with planning and scheduling ability
- Excellent organisation and time management skills
- The ability to communicate employment related information to employees in layman terms

Core expectations

Customer focus - Proven ability to take ownership of issues

Adding value – Contribute to cross-functional projects and company 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

