



Leadership Programme Coordinator

Position Description

Our Purpose: Our Purpose: Creating Goodness from the Farms the World Needs

Division: People

Reports to: Leadership Development Facilitator

Role purpose:

The Leadership Programme Coordinator will be responsible for supporting the planning, management, execution and review of leadership and learning improvement initiatives across Silver Fern Farms. Working collaboratively with members of the People team and providing cross-functional support to the wider business, the Leadership Programme Coordinator will utilise their administration, event management, and digital expertise to contribute to a seamless leadership development experience Silver Fern Farms.

Responsibilities include:

- Coordination and administrative support of Organisational Development Initiatives.
 - Leadership and Culture Development Initiatives.
 - Reporting/Analysis for Organisational Development programmes and initiatives.
 - Event management of Organisational Development programmes.
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Key relationships

External:

Event Suppliers

Internal:

Site and Hub support staff
People team
Senior Managers

Key responsibilities

Leadership and Learning Initiatives

- Support Leadership Facilitator in the delivery of Leadership Development Programmes.
- Support Senior Learning Advisor in the coordination, recording, event management and reporting of Learning Programmes.
- Manage the coordination and delivery of all leadership development workshops and events in the plan.
- As required, provide coordination support for the Future Talent programmes, e.g. Graduate and GradMates programmes.

Organisational Development Projects

- Implement new initiatives identified by the People team and Organisational Development Manager.
- Assist with initiative roll-outs for cross-functional projects within the People team.
- Scopes, drives and analyses results of agreed initiatives.
- Contributes to creating and developing an internal and external employment brand with Silver Fern Farm's values, purpose and brand attitudes.

- Where required, negotiate with other department managers for the release of resources to complete projects and activity.

Reporting and Analysis

- As required, provide support for set up and launch of CultureAmp surveys.
- Identify trends in survey data to effectively focus people development initiatives.
- Provide accurate and timely reporting of progress on the development and implementation of agreed projects against budgets.
- Propose strategies with clear indication of costs and benefits and report on the achievement of these.

General responsibilities

- Support with the coordination of People Team meetings and events.

Competencies and professional expertise

- Proven experience in event and project management.
- Demonstrates excellent written, oral and interpersonal communication skills.
- Keen attention to detail.
- Accurate and energetic approach to business success.
- Able to think creatively and bring an innovative approach to problem solving.
- Energy, drive and enthusiasm – strong results orientation.
- Critical thinker and natural connector.
- Well-developed commercial acumen.
- Strong prioritisation skills to manage multiple projects and stakeholders.
- Analytical, uses data to inform decision making.

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

