



100% MADE OF NEW ZEALAND

Trainer

Position Description

Our Purpose Creating Goodness from the Farms the World Needs

Division: Operations

Reports to: Training Coordinator

Role purpose:

The purpose of this position is to provide effective & efficient departmental training for the team in accordance with the values, policies, goals and objectives of Silver Fern Farms. To achieve all operational, compliance and health and safety objectives, ensuring that requirements are completed with maximum safety and efficiency.

Responsibilities include:

- Leadership
 - Training of staff
 - Recruitment
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Key relationships

External:

NZITO

External Training providers

Ministry of Business, Innovation and Employment

Internal:

Site Manager, Processing Manager, other Group Leaders

Site support staff (Technical, Engineering and H & S)

Key responsibilities

Leadership

Foster a climate that maximises the use of people skills by:

- Providing leadership and professional guidance to members of your team;
 - Actively coaching and mentoring own team members establishing an environment for personal and commercial success.
 - Working closely with others to ensure cross functional support throughout the business.
 - Managing the workflow of the team to ensure the desired goals/outputs are achieved to the quality standard required.
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Training of staff

- Health, Safety and Wellbeing of your team
- Co-ordinate training and development consistent with the needs of the business.
- Ensure that where practical, any training is aligned and assessed against unit standards
- Train and assess employees against relevant industry unit standards as required by the Training Co-ordinator (i.e. Induction Training, Meat Processing etc.)

- Record and maintain all training outcomes and staff training records
- Organise and direct training of new employees.
- Follow up on all employees to ensure they have reached and maintained an acceptable level of skill with regards to all tasks into which they have been inducted.
- Identify poor technique and provide advice and assistance to all employees and provide assistance to Supervisors.
- Ensure that all task or role refresher training is completed within the specified dates.
- Monitor all staff through the various task / role competency levels, recommend sign off by Supervisors and ensure that this is completed as a matter of team performance.
- Allocate and liaise with buddy trainers to ensure adequate trainee progress.

Recruitment

- Liaise with the recruitment team and Supervisors as to new starters. Arrange placement into the department.
- Along with store staff, arrange locker allocation and appropriate PPE for the task.
- Complete all Our Technique inductions, undertake site and departmental walkthroughs and introduce new staff to key personnel.

Competencies and professional expertise

- Commercial acumen
- Demonstrates excellent written, oral and interpersonal communication skills
- Keen attention to detail
- Accurate and energetic approach to business success
- Broad-based experience or a sound knowledge of training practices and policies with a particular emphasis on the production environment.
- Computer literacy - proficiency in the use of Microsoft (Word, Excel, PowerPoint), Data bases, systems.
- Has achieved or has the ability to achieve the Limited Credit Package in Adult Education and Training Level 4.

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

