



**BY FARMERS.
FOR FARMERS**

POSITION DESCRIPTION: HUMAN RESOURCES MANAGER

DIRECTLY RESPONSIBLE FOR

HR Advisor

DIRECTLY RESPONSIBLE TO

Chief Operating Officer

DIRECTLY RESPONSIBLE FOR THE FUNCTIONS

Leadership in all areas of Human Resources (HR) and the management and implementation of the HR strategy, policies, practices and procedures.

OUR VISION

Profitable farmers, thriving farming communities, valued by all New Zealanders

OUR PURPOSE

Insights and actions driving tangible impact for farmers

STRATEGIC PRIORITIES

Supporting Farming Excellence – Providing insights, tools and services that build better farm businesses

Unlocking Market Potential – Championing our world class farmers, and unlocking the sector's full market potential

Enhancing our Environmental Position – Strengthening our farmers' reputation in NZ and globally through sustainable environmental management

Government and Public Insight & Engagement - Backing our farmers on the issues that count

Building a Great Organisation – Striving to deliver the best outcomes for farmers

POSITION PURPOSE

The Human Resources Manager provides proactive advice, guidance and coaching to influence and support the operations of B+LNZ and its subsidiaries, and build managerial capability within these organisations so they can meet their strategic objectives. This is achieved by ensuring HR strategies, leadership, policies, procedures and practices are in place that are aligned with the business needs, add value and create an engaged group of high performing employees.

The Human Resources Manager will provide leadership to the HR team and Managers in all generalist HR matters including performance and development, health, safety and wellbeing, engagement, job evaluation, remuneration, recruitment, payroll and employment relations matters.



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KEY ACCOUNTABILITIES

Leadership & Team Management

Culture Survey

CEO & Manager Support

Board Reporting

Learning & Development and Guidance & Coaching

HR Processes

Performance Management

Personal, Team & Project-Based Contribution

Remuneration

Financial Management

Health & Safety

KEY ACCOUNTABILITIES

JOBHOLDER IS SUCCESSFUL WHEN

1. Leadership & Team Management

The HR Manager is responsible for providing leadership and development to direct reports.

- Authentic leadership that mirrors the organisations' values is demonstrated to the organisation.
- The HR team are led through a culture of communication, coaching and creating opportunity, and have a customer-focused, team culture consistent with the organisation's values.
- Direct reports have the required skills and enablers, and access to professional development that enhances their skills and ability to achieve their team's objectives.
- The HR team actively engage with the performance management framework to ensure goal achievement and defined performance outcomes are measured.

2. CEO & Manager Support

Provide guidance, support and coaching to Managers on human resource and employment relations matters, ensuring Managers work within organisational guidelines and policies, and meet best practice standards and the legal obligations as required by the Employment Relations Act (2000).

- Quality guidance and advice is provided to all Managers that supports and enhances the strategy, goals and business needs of the organisation.
- SET values the contribution made by the HR Manager and has input into and visibility of HR strategy and initiatives.
- SET is kept abreast of HR issues, and is consulted on all areas that impact the wider business.
- Management are supported with the resolution of employment relations problems and any issues that arise through this process.
- All employment relations matters are dealt with promptly, appropriately and confidentially ensuring fairness and equity to all employees. Accurate records are kept of all employment relations issues.
- External legal advice is sought as required.

3. Learning & Development and Guidance & Coaching

Provide guidance, support and coaching to Managers on developing their staff

- Managers are equipped to coach, motivate and build effective teams through effective work planning, development planning, and setting and managing expectations and outcomes.



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KEY ACCOUNTABILITIES	JOBHOLDER IS SUCCESSFUL WHEN
	<ul style="list-style-type: none"> Employees are provided with learning and development solutions to ensure high levels of achievement in current roles and professional and career development in competency areas.
<p>4. Performance Management <i>Oversee the annual performance management process.</i></p>	<ul style="list-style-type: none"> Ensure the annual performance review process is completed within set timeframes and Managers and employees are aware of their role in this process. Coach Managers to provide employees with effective coaching and feedback, , to ensure they have clarity and direction regarding performance expectations, so the organisation can succeed in its operational and strategic objectives and the employee is successful in their role. Ensure all employees are trained and confident in using Trakstar to document and monitor their progress against their performance goals.
<p>5. Remuneration <i>Lead the annual remuneration review process, ensuring Managers are informed of, and understand, the process.</i></p>	<ul style="list-style-type: none"> The annual remuneration review is completed in a timely manner, meeting the needs of Managers and B+LNZ's remuneration policy. Employee's remuneration is consistent with the organisation's policies and follows a fair and equitable moderation process.
<p>6. Culture Survey <i>Manage the design, analysis, communication and action planning process for the biannual culture survey.</i></p>	<ul style="list-style-type: none"> The biannual staff culture survey process is managed and communicated effectively to SET, Managers and employees to promote buy-in. Survey results are analysed, including reviewing trend data, and communicated to SET. Key messages from the survey are communicated to all employees. Post survey debriefs are held with Managers and advice and assistance is provided to Managers' to develop and deliver post-survey action plans. SET and Managers are held accountable for the delivery of post-survey action plans.
<p>7. Board Reporting <i>The HR Manager is responsible for Board reports and updates that are clearly and honestly presented to ensure the Board are fully aware of progress, achievements, issues and risks.</i></p>	<ul style="list-style-type: none"> Develop and present, or provide advice for, Human Resources related papers for B+LNZ Board including but not limited to;- <ol style="list-style-type: none"> Remuneration Human Resources strategy and new initiatives Human Resources metrics Health, Safety and Wellness Develop and present policy and information papers for the Honoraria, Expense and Remuneration Committee.

KEY ACCOUNTABILITIES	JOBHOLDER IS SUCCESSFUL WHEN
<p>8. HR Processes</p> <p><i>The HR Manager is responsible for ensuring that HR processes are managed by the HR Team within set timeframes and to a high standard</i></p>	<ul style="list-style-type: none"> • Recruitment procedures are followed within appropriate timeframes that meet the needs of hiring managers. • Employees are selected who display the attitudes and attributes recognised as essential to the organisations success, and have the skills and knowledge to fulfil the requirements of the job. • All employees are inducted as per onboarding guidelines and procedures to ensure best experience and organisation wide knowledge and trained in all required business tools. • Employee reviews are conducted within timely manner and issues followed up on. • Departing employees are managed as per the termination procedures. Any issues that arise out of the exit interview are appropriately followed up. • Payroll for the five business entities is completed on a fortnightly basis, employees’ payments and leave is accurate and documentation is maintained. • Group insurances are up to date and insurance claims are managed appropriately. • All policies and procedures meet the organisations’ needs, are current, reviewed as necessary and disseminated to employees. • Policies meet all legal obligations and best practice guidelines at a minimum. • Policies and procedures promote a professional work place and ensure fairness to all employees. • Templates and employee records are kept current to ensure changes to organisation processes, policies and legislation are accurately recorded and employee data is accurate.
<p>9. Personal, Team & Project-Based Contribution</p> <p><i>The HR Manager will contribute to their own professional development, and organisational and team projects as required, to meet the priorities and needs of the business.</i></p>	<ul style="list-style-type: none"> • Personal and professional development is proactively managed to meet the current and emerging capability needs of the role and the organisation, whilst supporting personal growth. • Where delegated, opportunities to represent the HR team in pan/cross-organisation projects or committees are undertaken. • Team mates, project leads and members and others value the contribution, expertise and professionalism of the HR Manager.
<p>10. Financial Management</p> <p><i>The HR Manager is responsible for the effective and cost efficient management of the HR budget.</i></p>	<ul style="list-style-type: none"> • The HR budget is managed effectively; activity sits within budget, efficiencies are made where possible, material variances are accounted for and reporting is complete within agreed time frames.



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KEY ACCOUNTABILITIES	JOBHOLDER IS SUCCESSFUL WHEN
<p>11. Health & Safety</p> <p><i>The HR Manager will lead by example in all areas of health, safety and wellness of the organisation and industry.</i></p>	<ul style="list-style-type: none"> • Participate in the Safety and Wellness Committee to help develop and deliver a programme of health, safety and wellness initiatives, processes, policies and events including inductions and training, a wellness programme, incident and hazard management and investigation procedures, emergency procedures and positive culture change. • Shows responsibility for own health, safety and wellbeing, is proactive in own actions to keep self and others safe and cooperates with local workplace safety management practices, policies and procedures that support a healthy, safe and well culture. • No accidents or incidents are directly attributed to the employee and where able, all hazards are immediately responded to by the employee.

SPECIAL EXTERNAL RELATIONSHIPS
Vendors of Human Resources and Health and Safety consulting services, business tools and systems, and legal advisors.
SPECIAL INTERNAL RELATIONSHIPS
All Beef + Lamb New Zealand (B+LNZ), New Zealand Meat Board (NZMB), Beef + Lamb Genetics (BLG) and Red Meat Profit Partnership (RMPP) managers and employees at all levels.

LOCATION
Wellington
HOURS
Core business hours are Monday – Friday 8.30 – 5.00pm. This position is five days a week, 37.5 hours. The incumbent will be required to work outside of these hours from time to time.
DATED: MAY 2019



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PERSON SPECIFICATION: HUMAN RESOURCES MANAGER

Technical Knowledge + Expertise

- Strong knowledge of best practice HR processes and employment legislation
- Good technical abilities in databases, electronic/web-based HR systems, Microsoft office suite - especially word and excel

Education + Experience

- A qualification in Human Resources and/or Management
- A minimum of 10 years' generalist human resources experience, preferably in a similar or larger sized organisation
- Experience in payroll administration an advantage
- Experience managing a team is preferred, but not essential

Communication, Collaboration + Relationships

- Builds rapport and develops relationships with stakeholders, industry and employees; up, down and sideways, inside and outside the organisation and across a variety of functions and locations
- Adjusts communication content and style to meet the needs of the audience
- Able to convey messages in a way that motivates and engages the audience to move them to action and achieve business objectives
- Able to effectively negotiate and diffuse conflict, and influence attitudes and opinions of others
- Draws upon multiple relationships to exchange ideas, resources and know-how to accomplish goals.
- High level of expertise in verbal and written communication in a variety of settings
- Provides timely and helpful information to others and keeps people informed

Motivating, Coaching and Building Teams

- Creates strong morale, motivates and develops direct reports and team members through coaching, feedback and alignment of career development goals with organisational objectives
- Empowers team members, invites input, fosters collaboration, shares ownership and accountability and celebrates success
- Demonstrates drive for results and encourages diverse thinking to promote and nurture innovation
- Able to bring together different people, perspectives and skill sets and utilise diversity to achieve the team's goals or organisations strategy
- Able to effectively delegate tasks and work priorities, and coordinate teams to achieve the team's objectives and monitor outcomes

Customer Orientation

- Does everything with the best interests of the customer, farmer, stakeholder or sector in mind
- Has a clear understanding of other groups' business priorities and how you can impact them
- Is dedicated to meeting the needs of internal and external customers
- Able to stand in customers' shoes, show empathy and uncover their needs and experiences



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- Communicates ideas and solutions and brings the customer along on the journey
- Builds trust and respect over time as delivers on promises

Problem Solving and Decision Making

- Proven ability to exercise sound judgement and judges the course of action optimistically, objectively, and based on analysis, wisdom and experience
- Considers the broader picture when making decisions
- Frames problems, opportunities and ideas in a way that clearly conveys empathy for users and the potential value for the organisation.

Personal Attributes

- A champion of the culture of the organisation
- Adheres to and promotes the core values of the organisation
- Has a personal commitment to personal excellence; displays honesty, integrity, and a strong sense of ethics in all decisions and actions
- Instils trust, keeps confidences and honours commitments
- Faces up to people problems quickly and directly
- Intuitively knows what is right and will do the right thing when no-one is looking
- Must have a strong commitment to furthering the success and prosperity of the New Zealand sheep and beef industry