



POSITION DESCRIPTION

Job Title: RSE Pastoral Support

Department: People and Capability

Location: Seeka regions as required

Reports to: RSE Programme Manager

ROLE OBJECTIVES

The RSE Pastoral Support role is part of the People and Capability Team and is responsible for providing pastoral care on a day to bay basis to employees involved in the RSE programme at Seeka.

More specifically the RSE Pastoral Support will be responsible for:

- Ensuring the pastoral care is delivered in accordance with the programmes requirements as defined by Seeka policy and MBIE RSE programme guidelines.
- RSE programme support as required.

All members of the People and Capability Team have responsibility for involvement in projects as required and contribution to Culture and Engagement within the team and at Seeka more generally.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • People and Capability Team • Management • Recognized Seasonal Employees 	<ul style="list-style-type: none"> • Support Services

RESOURCE MANAGEMENT

Financial Authorities	Staff Authorities
Budget Owner: No Delegated Authority: No	Direct Reports: Nil Indirect Reports: Nil

KEY RESPONSIBILITIES:

RSE Pastoral Support	MEASURES
<ul style="list-style-type: none"> • Maintain regular contact with RSE and provide a confidential, culturally safe environment where they feel free to discuss personal, emotional, or spiritual issues as required. 	<ul style="list-style-type: none"> • Regular proactive catch ups and visits occur with RSE's, including out of hours. • Records of RSE meetings and check in are accurate and up to date. • Documentation is completed and followed up timely when required.

Founded on Relationships ↔ Quality Obsession ↔ Inspirational Thinker

Growing Futures ↔ Independently Ingenious

<ul style="list-style-type: none"> • Maintain an accurate record of any meetings with RSE's to ensure that the documentation can be called on as a source of information. • Liaise with RSEs to collect or follow up on documentation requirements during regular visits. Collaborate with RSE Programme Coordinator and document follow up required. • Assist RSE's with access to health and dental care, act as interpreter and ensure RSE understanding of medication. • Fully understand the cover of the RSE's Orbit insurance policy/pharmacy triage programme. • Ensure regular communication with all RSE Team leaders to pick up issues and establish areas of needs and pass on to the RSE Programme Manager to follow up as appropriate. • Assist RSEs with access and knowledge regarding banking, identification, sexual health education, insurance, and any other relevant support avenues. 	<ul style="list-style-type: none"> • Policy and legislative requirements are followed when dealing with medical issues or other support actions. • Major medical issues are notified immediately, and correct crisis response protocols are followed. • Enter RSE work incidents/injuries are entered into the database (Vault). • RSE have knowledge and access to required support avenues
<p>RSE Programme Support</p> <ul style="list-style-type: none"> • Passport logistics including, collection, filing and storage, and checking in and out passports for all RSEs including delivery back to RSE pre-departure. • Assist the RSE Programme Manager to ensure RSE Code of Conduct, company regulations & RSE policy are complied with. • Inform the RSE Programme Administrator of any issues relating to vehicles, repairs, accidents, or damage. • Support RSE Programme Administrator with accommodation inspections and audits as required. • Deliver inductions as and when required. 	<p>MEASURES</p> <ul style="list-style-type: none"> • Accommodation inspections and audits are reported back to the RSE Programme Administrator as required • All RSEs receive the required induction.
<p>CLEANING & MAINTENANCE</p> <ul style="list-style-type: none"> • Cleaning and maintenance of Seeka RSE accommodation as required. • Involvement and contribution to consolidating practices to one Seeka way of RSE accommodation maintenance and cleaning. This may include education and training for RSE staff. 	<p>MEASURES</p> <ul style="list-style-type: none"> • Cleaning and maintenance are completed as required • RSE staff are well informed regarding their responsibilities in cleaning and maintenance of their accommodation and facilities.

<p>ON CALL REQUIREMENTS</p> <ul style="list-style-type: none"> • This role is required to be part of an on call roster to support RSE workers out of normal working hours. • This support is for emergency situations only and boundaries need to be reinforced for non emergency contact 	<ul style="list-style-type: none"> • RSE workers are supported out of normal working hours • RSE support staff are taking correct measures to ensure downtime when not on call • Boundaries are clear about expectations for contact outside of working hours
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PERSON SPECIFICATION	
Essential	Desirable
<p>QUALIFICATIONS & EXPERIENCE</p> <ul style="list-style-type: none"> • Level 3 certificate level or above in a relevant discipline • Role specific knowledge: Entry level – 2 + years’ experience in a similar role, specifically experience with diverse cultures, and broad administrative experience. 	<ul style="list-style-type: none"> • Industry Knowledge: Experience working within kiwifruit, horticulture, or primary industry. • Experience working with an RSE programme.
<p>SKILLS, KNOWLEDGE & ATTRIBUTES</p> <ul style="list-style-type: none"> • Microsoft Office Suite: Basic • Confidential Nature: Aware of sensitivities of particular information and is able to remain professional and confidential in all situations. • Organised/time management/prioritisation: Able to take an organised approach to all tasks to prioritise them according to the demands of the business. • Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change. • Team player: Able to work effectively with others to achieve an optimal outcome. Able to interpret the feelings, unspoken concerns, desires, strengths, and weaknesses of others. • Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues, and the public). 	

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

SIGNED IN AGREEMENT

By signing this document, I have read, and agree to the requirements of the role as outlined in the position description above.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of Seeka Ltd