



## POSITION DESCRIPTION

**Job Title: Employment Officer**

**Department: Post Harvest**

**Location:**

**Reports to: Site Manager**

### ROLE OBJECTIVE

To manage the recruitment process for all seasonal staff for the site and subsites where applicable, ensuring sufficient staff cover at all times and that the site complies with Employment Relations Act, Holidays Act, Occupational Safety & Health and BRC legislation.

### KEY RESPONSIBILITY: Recruitment

#### DUTIES

- Liaise with the Regional Site/Packhouse Managers as to staffing requirements and meet these prior to each seasonal activity i.e. pre season, main pack and post season (Repacking).
- Select staff suitable to perform appointed tasks – liaise with site and shed managers
- To confirm staff selection and maintain staff records
- Provide assistance to Site/Packhouse Managers with training requirements for seasonal staff.
- Work with the HR/payroll team to ensure the recruitment process is complete and documentation is correct.

#### KEY MEASURABLES

- Ensuring staffing levels do not negatively impact the site outcomes
- Work positively with managers ensuring site staffing levels are met and skills sets are matched to requirements

## KEY RESPONSIBILITY: General HR Practice

### DUTIES

- Manage RSE employees allocated to the facility, assisting with the RSE/Seasonal HR manager for work related issues, Payroll, accident reporting, illness and disciplinary issues. Work with pastoral care staff for out of work issues if needed.
- Ensure ACC and accident reporting forms are forwarded to H & S Manager and payroll
- Ensure leave forms for sick, bereavement, annual and recording of lieu time is correct and signed and submitted to site managers and payroll each week.
- That all employees are scanned and entered into the Time and Attendance program to ensure payment of wages.
- Maintain Time and Attendance program and complete required tasks daily to ensure correct and accurate payroll for employees. – liaise with HR/Payroll team
- Distribute payslips and handle payroll queries/ issues from employees in a timely and confidential manner with the HR/payroll team.
- Discuss issues and seek guidance from Site Manager/HR as appropriate.

### KEY MEASURABLES

- Ability to use legislation and company policy to make sound HR decisions
- Information is provided to payroll in a timely manner to best practice guidelines

## KEY RESPONSIBILITY: Site Administration

### DUTIES

- Reception and telephone duties
- Order and supply of staff consumables if required with sign off from Site Manager
- Reports and information as needed by the site/shed Manager
- Co-ordinate with Site Manager and HR for pre- season supplies. i.e.: clothing etc
- Keep accurate and up to date files of all reports and staff information
- Any other duties as reasonably required

### KEY MEASURABLES

- Accuracy and organisation of information, able to provide key information to management as requested

## TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Legislative Knowledge: Understanding of Employment and H&S legislation to a intermediate level
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry

- People Management: Experienced in best practice HR, managing people effectively in order to achieve business objectives
- Microsoft Office Suite: Intermediate
- Role specific knowledge: 2 + years' experience in a similar role
- Numeracy: Experience working with numbers and/or a good understanding of financial information

#### PERSONAL ATTRIBUTES

- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- 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).
- 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.
- Confidential Nature: Aware of sensitivities of particular information and is able to remain professional and confidential in all situations
- Team player: Able to work effectively with others to achieve an optimal outcome.

#### 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 Limited