

Windsor

ARCHITECTURAL HARDWARE

JOB SPECIFICATION

POSITION DESCRIPTION

Position: Human Resources and Health & Safety Manager

Responsible to: Managing Director

Responsible for: Human Resources and Health & Safety Management.

Location: Windsor Architectural Hardware Head Office, Invercargill New Zealand

Purpose: To ensure staff are performing well and realising their potential, in a safe and efficient manner. Responsible for ensuring the planning, management and execution of the human resources and health & safety functions is effective and aligned to strategic objectives.

<i>Key Responsibilities</i>	<i>Performance Standards</i>
<p>Strategic Responsible for the development, implementation and achievement of human resources outcomes and strategy.</p>	<ul style="list-style-type: none"> - Develop a workforce planning framework that aligns to the long term strategic objectives, ensuring the company has the right people with the right skill set at the right time. - Provide quality input into the overall strategic direction and planning and operations of the business with a focus on the people side of the business. - Work with the management team to translate strategic plans into clear action plans with quantifiable objectives. - Regularly report/communicate key components of the plan with management team, including budgets, KPIs and strategic plans. - Regular Monthly Board Reports submitted to Managing Director.

	<ul style="list-style-type: none"> - Manage planning, procurement, implementation and ongoing operation of human resources systems and processes. - Ensure annual human resources division budget is devised and managed within budgeted parameters. - Ensure progress against division budget is monitored and trends and variances are reported to CFO.
<p>Employment relations/HR compliance Responsible for providing managers with sound employment related advice.</p>	<ul style="list-style-type: none"> - Develop and maintain human resources policies and procedures that comply with current New Zealand legislation and best practice. - Implement and communicate HR policies and procedures to the management team. - Provide advice and support to managers and employees (utilising expert advice where appropriate and best practice) on employment relationship matters including but not limited to; <ul style="list-style-type: none"> o Terms and conditions of employment. o Terminations.
<p>Organisational Development / Engagement Initiatives Responsible for improving the overall effectiveness of Windsor Hardware through effective human resources strategies.</p>	<ul style="list-style-type: none"> - Provides direction, leadership and coaching to all managers creating a high performance team culture. - Assist managers in reviewing and implementing organisational values. - Create and drive a positive and effective team culture aligned to organisational values. - Assist managers with change management and organisational restructure as required. - Employee engagement surveys are conducted, results shared, and corrective actions identified and implemented. - Stay up-to-date with information on remuneration and benefits to compare competitiveness of Windsor Hardware in the

	<p>relevant market.</p> <ul style="list-style-type: none"> - Manage the employee rewards and recognition programme to ensure Windsor Hardware is an employer of choice. - Ensure the Business Manual is maintained, reviewed and updated.
<p>Training and Development Develop policies and processes to ensure capabilities of all staff are maximised.</p>	<ul style="list-style-type: none"> - Review current staff learning and development practices and develop new initiatives to maximise the capabilities of staff. - Assist managers and staff with the analysis of their training needs and developing and sourcing of appropriate, measurable interventions to meet these needs. - Support managers with their own development strategies. - Design and deliver a company wide leadership programme and provide progress reports on leadership programme to the Managing Director.
<p>Recruitment Responsible for fair and efficient hiring practices.</p>	<ul style="list-style-type: none"> - Support hiring managers to create accurate position descriptions, job advertising and selection criteria. - Develop and follow an effective and rigorous recruitment process including screening, interviewing, references and medical checks for all prospective applicants. - Develop and follow an effective onboarding process.
<p>Performance Development Provide support for managers with performance management practices and processes.</p>	<ul style="list-style-type: none"> - Contribute to the development of effective performance development policies and procedures. - Ensure overall business employee performance development policies/programmes are effectively implemented. - Provides advice and assistance to managers to ensure that high performance is recognised, working with managers to recognise and appropriately remedy poor performance.

	<ul style="list-style-type: none"> - Ensure Managers provide regular feedback to direct reports on work performance, development needs and their contribution to strategic objectives.
<p>Relationship Management Maintain relationships with all Windsor Hardware employees and managers in order to maintain a strong team culture.</p> <p>Maintain relationships with internal and external clients.</p>	<ul style="list-style-type: none"> - Quality relationships are developed and maintained with Executive Management Team. - Ensure clear and free communication of ideas and standards, creating an environment that builds trust. - Communicate plans to the Managing Director and Executive Team. - Build and maintain positive client relationships.
<p>Special Projects Support Managing Director as required.</p>	<ul style="list-style-type: none"> - Feedback on participation during projects is positive. - Complete all tasks and projects in a timely manner.
<p>Business Health & Safety Management Manage the health and safety functions of the business.</p>	<ul style="list-style-type: none"> - With consultation, develop Windsor Hardware' health and safety policies, procedures and plans. - Ensure health and safety policies and procedures are implemented, communicated and understood by all staff. - Comply with current New Zealand health and safety legislation, and guide managers on best practice in health and safety management. - Ensure regular and documented audits occur and steps are taken to remedy deficiencies. - Oversee the monitoring, recording and investigation of all near hits, accidents and incidents as required. - Coordinate health and safety training for all staff, including but not limited to; emergency procedures and use of personal protective equipment. - Ensure team meetings include health and safety as an agenda item. Hazards, risks and controls are discussed regularly at team meetings, engaging, relevant material is used

	<p>to ensure they have a clear understanding of the risks they are exposed to.</p> <ul style="list-style-type: none"> - Undertake and cooperate with risk minimisation initiatives as required. - Hazards, associated risks and prescribed controls are communicated to all staff in an appropriate way to ensure they understand them.
<p>Sundry Duties Undertake any other duties as required by the Managing Director</p>	<ul style="list-style-type: none"> - Willingly carry out additional duties when required. - Actively adhere to all company health and safety policies.

PERSON SPECIFICATIONS

1. CORE COMPETENCIES

<i>Competency</i>	<i>Definition</i>
Individual Leadership/Influencing	Using appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers and superiors) toward goal achievement, modifying behaviour to accommodate tasks, situations and individuals involved.
Coaching	Facilitating the development of others knowledge and skills, providing timely feedback and guidance to help them reach goals.
Internal Organisational Awareness	Having and using knowledge systems, situations, procedures and culture inside the organisation to identify potential problems and opportunities, perceiving the impact and the implications of decisions on other components of the organisation.
Work Standards	Setting high goals or standards of performance for self, subordinates, others and the organisation, being dissatisfied with average performance, self-imposing standards of excellence rather than having standards imposed by others.
Analysis and Problem Solving	Securing relevant information and identifying key issues and relationships from a base of information. Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information and that take into consideration resources, constraints and organisation values.
Computer Literacy	Knowledge and experience in contemporary software packages.
Customer Service Orientation	Proactively developing customer relationships by making efforts to listen to and understand customers (both internal and external), anticipating and providing solutions to customer needs, giving high priority to customer satisfaction.
Quality Orientation/Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job, accurately checking processes and tasks, maintaining watchfulness over a period of time.
Teamwork/Collaboration	Working effectively with team/work group or those outside formal line of authority (e.g., peers, senior managers) to accomplish organisational goals, taking actions that respect the needs and contributions of others, contributing to and accepting the consensus, subordinating own objectives to the objectives of the organisation or team.
Safety Awareness	Being aware of conditions that affect employee's safety.

2. **QUALIFICATIONS**

Degree qualified in Human Resources (or equivalent)

3. **EXPERIENCE**

- Demonstrated experience in a Human Resource leadership role.
- Demonstrated experience in Health & Safety Management

Agreed by:

_____ (Job holder's signature)

_____ (Managing Director's signature)

_____ Date