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| Position: | HR Advisor |
| Department: | Human Resource |
| Reporting to: | People & Culture Manager |
| Location: | Marlborough |
| Date: | August 2020 |

Position Purpose:

This purpose of this position is to provide business partnering advice, coaching and support relating to all generalist HR processes, initiatives and programmes while assisting with the implementation of the People Strategy.

Key Relationships:

| External | Internal |
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| <ul style="list-style-type: none">• Legal Advisors• Government agencies• Consultants• External agencies | <ul style="list-style-type: none">• Board Members• Leadership Team• Management Team• People Leaders• Team Rep Forum• Our People |

Key Accountabilities & Tasks:

HR Business Partnering and Compliance

- Provide HR business partnering advice, coaching and support enabling people leaders to:
 - Complete the full cycle of recruitment including onboarding and induction,
 - Manage and resolve employment relations issues,
 - Conduct effective, thorough and objective employment investigations,
 - Plan and implement workplace change projects,
 - Build high performing teams.
- Maintain ER compliance across the business, including employment agreements.
- Maintain knowledge of legal requirements, ensuring regulatory compliance.
- Assist in the development, implementation and maintenance of policies, procedures and systems.
- Provide policy guidance and interpretation.
- Work with a mindset of continual improvement in regards to process by challenging the status quo to ensure ongoing business efficiency.
- Maintain awareness of operational expenditure, ensuring this remains within budget.

Culture & Engagement

- Have a visible presence across the business to promote engagement and positive working relationships.
- Be a primary conduit within the business so Human Resources is seen as a trusted partner.
- Coordinate annual culture survey and assist people leaders to interpret results into action plans.
- Conduct exit interviews and report on themes.
- In conjunction with H&S, coordinate wellness and wellbeing programmes that support employee engagement.
- Actively encourage employee engagement through the use of the company intranet.
- Lead people centric initiatives such as People's Choice Award and Long Service Recognition.

Learning & Development

- Assist the People & Culture Manager with the implementation of training, development and learning opportunities consistent with the organisation's strategy.

Performance & Remuneration

- Assist the People & Culture Manager in ensuring remuneration and performance reviews are completed in a timely, fair and consistent manner.
- Lead and manage the Skills Based Pay Matrix across Viticulture and Winery.
- Engage with industry experts to stay up to date with market rates.

Attraction and Recruitment

- Promote the YWG employment brand as an Employer of Choice to attract talent to the business.
- Co-ordinate resourcing strategies, workplace planning and capability requirements.

Project Support & Implementation

- Coordinate projects and initiatives such as policy updates, software development & implementation.
- Monitor project delivery, including planning, implementing and documenting agreed project plan

Reporting & Administration

- Maintenance of employee personnel files.
- Support people leaders with the development of formal employee related documentation.
- Provide adhoc reports to the Leadership Team and/or Board on people metrics as required.

Health, Safety, Compliance & Standards

- Abide at all times to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- In relation to Health and Safety, environmental management, ethics, quality and food safety responsibilities:
 - » Comply with relevant legislation and related company's policies, procedures and standards are adhered to at all times.
 - » Actively participate in related training.
 - » Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - » Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' in regards to food defence and food fraud procedures.
- Actively participate in audits as required.

Person Specifications:

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| Education: | <ul style="list-style-type: none">• Relevant qualification in HR |
| Experience: | <ul style="list-style-type: none">• A successful track record of working in the HR space, with 2 -3 years' experience in an HR Advisor role or similar• A sound knowledge of key NZ Employment Legislation |
| Specific Skills & Core Competencies: | <ul style="list-style-type: none">• Integrity and trust• Commercial business acumen and computer literacy• Personal credibility• The ability to build sound relationships across all levels of the business• Willingness and ability to work collaborative manner with others• Adapts and works effectively in different situations, with the ability to remain calm under pressure |

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

Employee and Manager Acknowledgement:

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Manager's Signature

Date:

Employee's Signature

Date: