

POSITION DESCRIPTION

Position Title	Head of People & Culture – Packaging
Business Unit	Human Resources (HR)
Reports to	Chief Executive Officer – Packaging
Purpose of Position	To work as an effective member of the senior leadership team across the business, ensuring the HR function contributes towards the achievement of business objectives.
Business Unit of HR responsibility	Packaging New Zealand
# of People in BU	~500 employees spread across 4 packaging manufacturing plants and 6 regional sites

Number of Direct Reports	3 (HR Business Partner, Recruitment Business Partner & HR Co-ordinator)
Number of Indirect Reports	0
Operating Budget	Full responsibility for the HR budget

Key Accountabilities

1. Lead and oversee the Packaging New Zealand HR function, responsible for all areas of HR including recruitment, on-boarding, training & development, performance management, employment and industrial relations, two Collective Agreements, union relations, remuneration, engagement, workplace relations, talent & succession planning, investigation and complaint handling, employee change management, HR policies and compliance.
2. Work closely with the senior leadership team to understand future business challenges and goals from a people perspective.
3. Develop and be accountable for the implementation and execution of the “Packaging People Plan” ensuring alignment to the overall Packaging Medium Term plan.
4. Provide positive leadership to the HR team, with clear direction and guidance to enable best practice HR services; grow the capability of the team to influence and impact on the business; manage the team’s work program to ensure resources are effectively distributed to meet business requirements.

5. Be a trusted partner to our people managers; work in constructive partnership and influence their decision-making in all aspects of their business to support the achievement of outcomes, through demonstrated business acumen, judgment, knowledgeable expertise and innovation.
6. Build the capability of managers and the HR team by coaching/mentoring and providing guidance around disciplinary processes, investigations and employee grievances, restructures, terminations (including redundancies and separation agreements), performance management and other HR matters, to ensure business risks are mitigated; Promote the relationship between manager and employee as the primary employment relationship.
7. Represent the business in matters involving the Union and external bodies, e.g., Employee Advocates / Representatives, MBIE, Human Rights Commission, etc., to achieve effective people and commercial outcomes.
8. Provide strategic direction on Employment and Industrial Relations and Collective Agreement renewals, guide and support the business through negotiations right through to successful outcomes.
9. Lead the annual remuneration process to agreed budget, making recommendations for individual salary increases that reward employees for performance and are within market pay range to support the Company's retention strategy.
10. Develop, promote and embed HR policies, practices and strategic objectives across the business.
11. Actively and positively look to "challenge the status quo" to identify any process or area that can be improved, streamlined or optimised to improve the productivity and efficiency of the business.
12. Take responsibility for personal development and continually develop own professional expertise, in particular keeping abreast of current and new legislative changes to ensure the business remains compliant.
13. Project lead or participate in selected projects as required by the business.
14. Lead, develop and maintain a safety-first culture through visible leadership, embedded process and focus opportunities, identification and management of leading indicators, immediate management of poor behaviours, ongoing employee understanding and compliance adherence including recording and reporting all hazards, discomforts, incidents, near misses or potential health and safety risks.

Key Performance Indicators

- Getting the right people in the right roles.
- The HR team being highly engaged and engaging.
- Strong relationships with key stakeholders, including employees, unions, and management. Regular communication and collaboration can help in building trust and ensuring that all parties are working towards common goals.
- Workplace relations issues are effectively mitigated, and opportunities found for business success.
- Leverage technology to streamline HR processes to enhance productivity and HR effectiveness.
- Utilise data analytics to identify trends and patterns for development of proactive HR and business strategies.

Preferred Attributes

- Ability to inspire, engage and motivate others to achieve their targets
- Lead by example in shaping the desired culture
- Driven for results and passionate about success
- Commercially astute - know what it takes to make a business successful, outside of the people aspect.
- Strong implementer
- Strong change leadership and managerial skills
- Strong negotiation, influencing and problem-solving skills
- Excellent communication and presentation skills
- Challenges the status quo
- Innovative and strategic thinking
- Exceptional in building and maintaining relationships

Technical Requirements

Qualifications	<ul style="list-style-type: none"> ○ Tertiary qualification in a relevant area – human resources, management, psychology, law or business
Experience	<ul style="list-style-type: none"> ○ At least 6 years delivering HR general services at a senior level ○ In-depth knowledge of New Zealand employment law ○ Payroll understanding and interpretation of Collective Agreements as it relates to pay ○ Experienced in working with a unionised workforce and managing union relations ○ Previous exposure to a fast-paced manufacturing environment (desirable)

Competencies

<p>Analysis</p> <p>Effectively examines events, issues, and problems, and generates solution alternatives. Makes timely and sound decisions on everyday issues and problems by applying accurate logic, appropriate knowledge, expertise, and common sense.</p>	<p>Use Insightful Judgment</p> <ul style="list-style-type: none"> ○ Chooses the best alternative based on consideration of pros, cons, trade-offs, timing, and available resources. ○ Integrates information from a variety of sources to arrive at optimal problem solutions. ○ Makes decisions in the face of uncertainty. ○ Probes and looks past symptoms to determine the underlying causes of problems and issues.
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<p>Focus on Customers</p> <p>Builds and delivers customer -centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.</p>	<p>Focus on Customers</p> <ul style="list-style-type: none"> ○ Creates systems and processes that make it easy for customers to do business with the company. ○ Ensures that customer issues are resolved. ○ Fosters a customer-focused environment. ○ Identifies and anticipates customer requirements, expectations, and needs.
<p>Results Orientation</p> <p>Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.</p>	<p>Drive for Results</p> <ul style="list-style-type: none"> ○ Conveys a strong sense of urgency and drives issues to closure. ○ Establishes aggressive goals for the organization. ○ Gets results that have a clear, positive, and direct impact on business performance. ○ Takes immediate and independent action to resolve issues or problems when they arise.
<p>Engage and Inspire</p> <p>Fosters personal achievement and excellence. Articulates and inspires commitment to a vision and plan of action aligned with organisational mission and goals. Instils and sustains organisation-wide energy and optimism and helps others envision a greater sense of what is possible.</p>	<p>Engage and Inspire</p> <ul style="list-style-type: none"> ○ Creates an environment in which performance excellence is rewarded. ○ Encourages others to set challenging goals and high standards of performance. ○ Fosters a sense of energy, ownership, and personal commitment to the work. ○ Inspires others to stretch beyond what they thought they could do.
<p>Effective Communication</p> <p>Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high quality information between self and others and across the organization; encourages the open expression of ideas and opinions.</p>	<p>Promote Clear and Consistent Communication</p> <ul style="list-style-type: none"> ○ Actively promotes the development and introduction of a range of communication media to be used within the workplace and externally. ○ Develops communication forums to enable free flow of information and the exchange of ideas. ○ Provides feedback, coaching and guidance where appropriate to enhance others' communication. ○ Shapes communication channels in ways that leverage engagement develop people's communication approaches.

Establish Trust

Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accord with expressed beliefs and commitments; maintains high standards of integrity.

Inspire Trust

- Communicates across constituencies without compromising the integrity of the message.
- Has a consistent track record of delivering on commitments.
- Models and inspires high levels of integrity.
- Treats others fairly and consistently.

Authority

Decisions:

- Expenditure within authority
- Development and implementation of HR collateral
- Implementation of agreed strategies
- Employee training and development
- HR process improvements
- Prioritising of work to maximise efficiency
- Applying interpretation to employment law and Employment Agreements
- Checking payroll reports for authorisation
- Providing advice on employee relations issues

Recommendations:

- People Plan/Strategy
- Development of new HR policy and initiatives that are Oji Fibre Solutions wide
- Resolution of workplace relations issues/disputes
- Team structures, recruitment and holding people accountable

Relationships

Most Frequent Contacts	Nature or Purpose of Contact
Chief Executive Officer	Direction and guidance around the business strategy and implementation, performance reviews against targets
Leadership Team	Engage on the group people plan, ensuring that the delivery is focussed on achieving those aspirations
People Managers	Work collaboratively to resolve and address issues and initiatives
Direct Reports	Vision and direction around the HR strategy. Provide feedback on performance and coach/support to succeed; hold accountable. Motivate, engage and inspire.
OjiFS HR Team	Collaborate and engage on centralised HR initiatives, sharing of ideas and team support
Employees	Engage our people through our energy and commitment to their success and modelling of great behaviours
External suppliers / contractors i.e. labour hire agencies	Service Level Agreements (supplier relationship), contract negotiation, review of performance, hold accountable
Unions	Build and maintain relationships, work collaboratively to resolve disputes/grievances, negotiate and influence appropriate outcomes

The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.