

PEOPLE AND CULTURE LEAD JOB DESCRIPTION

Company Tirohanga Fruit Company

Reports to CEO

Key Relationships CEO, Chairman, Orchard Managers, Management Team, Service Providers

Delegated Authority As per schedule

Date Reviewed 20/06/24

Employment Type Permanent, Part Time

TFC VISION

Tirohanga Fruit Co Ltd (TFC) is a family-owned company with its history in kiwifruit. Our purpose is to be: **A successful, sustainable intergenerational family business**

To achieve this, we will focus on:

People: We will put our people first, we look after and grow our people, we support our local community and make a positive contribution to society.

Planet: We will look after the environment we live and work in to make it better for future generations.

Purpose: We will grow the wealth of everyone associated with the business. We support our local economy, and our business benefits all stakeholders: employees, customers, suppliers, family, community, and shareholders.

TFC VALUES

CARING

QUALITY

CONNECTIONS

CULTIVATING

TFC OVERVIEW

Tirohanga Fruit Company Limited (TFC) is a family owned and operated business located in the Eastern Bay of Plenty region. We take pride in growing great crops of kiwifruit over 106 hectares and more recently have diversified into dairy farming in the South Island.

Employing up to 90 staff during peak seasons (including both seasonal, RSE and permanent employees), TFC is a future-focused business that is continually building on its success to achieve its core values of Quality, Caring, Connections and Cultivating.

ROLE PURPOSE

TFC's primary business is in Kiwifruit Orchards with over 110 canopy hectares in the Eastern Bay of Plenty along with a 1600-cow dairy farm and 900 hectare grazing block in the Waitaki Valley. While these sectors have both great and also challenging years the constant reality is rising costs. We recognise that our success is largely people-driven. We work hard to employ the best people we can and at the same time seek to achieve upper quartile productivity, quality and profitability.

TFC recognises the importance of having a very special person as the People & Culture Lead. This role will lead the people and culture function in conjunction with the CEO and Orchard Managers. While the role incorporates general HR and H&S functions as well as GAP and GRASP compliance, the real value will be in helping to attract, retain and develop a highly skilled and productive workforce.

ABOUT YOU

Ideally you will be someone who has hands on experience in HR and Organisational Development. A strong awareness of the correlation between business performance and individuals and teams' performance.

Strong knowledge and understanding of people management and development at both manager, supervisor, team leader and employee levels.

The tenacity to see programs and initiatives through to successful outcomes.

Good understanding of NZ employment legislation, Health & Safety legislation, framework, and HR practices.

Experience with RSE/Seasonal recruitment would be beneficial.

A professional approach to the role, including a highly ethical and impartial approach, discretion, and the ability to respect confidentiality.

Relating and networking abilities, building long-term relationships, managing conflict, and contributing to a leadership culture underpinned by trust and capability.

Superior communication skills – verbal, presentation and written, and excellent listening skills

A self-starter who uses their initiative, personality and inquiring mind to achieve progress towards our objectives. Excellent time management skills.

KEY PERFORMANCE AREAS

DUTIES AND RESPONSIBILITIES	DETAILS	MEASURES
<p>People, Capability & Culture</p> <p>1 Day/week</p> <p>More up front</p>	<p>Ensuring the attraction and retention of key employees</p> <p>Employee numbers and ratios meet business requirements.</p> <p>Management of employees ensuring they are trained, motivated, and supported appropriately</p>	<p>People objectives set annually</p> <p>Training programs, development pathways, internship, and scholarship programs planning</p> <p>Input into Rem packages with Management</p>
<p>Health & Safety</p> <p>0.25 Day / week</p>	<p>Ensuring all employees health and safety is the number one focus</p> <p>Ensuring employees health and wellbeing is supported</p>	<p>Planning and strategies in place to ensure efficient management of health and safety in the workplace</p> <p>External Contractors all have Pre-Quals in place.</p> <p>Near misses and Incident Reports filled out and reported weekly.</p>
<p>HR Systems</p> <p>0.25 Day / week</p>	<p>To ensure we are compliant with current regulations and requirements</p>	<p>Comprehensive forms, processes, and responsibilities in place for HR, H&S, Payroll, Accommodation & RSEs</p>
<p>Communications</p> <p>0.5 Day / week</p>	<p>Efficient communication plans are maintained</p>	<p>Key attraction strategy/programs created with particular focus on objectives for numbers of Permanents, Fixed Terms/Seasonals, RSE's.</p> <p>Website kept updated with information, blogs, etc</p> <p>Ongoing content strategy, and external media plans in place</p> <p>Effective communication is maintained</p> <p>Inquiries and Actions are followed up</p>
<p>GAP / GRASP Audits</p> <p>1 Day / week</p>	<p>Policy and process development as required</p> <p>Company compliance is maintained</p>	<p>GAP / GRASP Audit policies and processes are in place, responsibilities assigned, and GAP / GRASP Audit criteria is passed annually</p>
<p>Risk Management</p> <p>0.1 Day / week</p>	<p>Ensuring the quarterly update of the risk matrix for Management and Board Meetings, and ensuring</p>	<p>Risk matrix is tracked, updated, and prioritized</p> <p>Actions are agreed, assigned, and delivered</p>

	<i>we have clear actions in place to address various risks and priorities</i>	
<i>Executive Support 0.25 day / week</i>	<i>Provide support to the Board, CEO and Management Team Assist with project teams to deliver on key projects</i>	<i>Management Team meetings are scheduled well ahead, and contributors are advised of reports required. Board meetings are scheduled, agendas and board pack compiled, minutes taken and circulated. Contribution, initiative, and leadership shown in project delivery and completion</i>