Position	**People & Culture Coordinator**	**Division**	Rockit Trading Company Ltd
Reporting to	P&C Business Partner	**Date**	November 2026

Purpose

Rockit is a fast-growing global business, and our people are at the heart of that growth. This role is a genuine all-rounder in our People & Culture team, offering broad, hands-on experience across P&C and Health & Safety.

Around half of your time will be spent partnering with our H&S Business Partner to lift safety maturity across our sites. The rest is focused on global recruitment, day-to-day people operations and the P&C projects shaping how we work.

With automation and dedicated P&C tools taking care of much of the routine administration, this role is designed to spend its time where it adds the most value: guiding and coaching our people leaders, improving how we do things, and growing your own capability as a P&C and H&S professional.

Key Accountabilities

1. Health & Safety Support (approx. 50%)

Partner with the H&S Business Partner to support and facilitate health and safety activities and build a culture where safety is owned by everyone.

- Leadership:
- Contribute to our H&S maturity plan and site initiatives to continually improve health and safety management, and lift the capability and confidence of leaders, H&S representatives and teams to own safety through coaching, training facilitation and guidance on completing key actions. Ensure health and safety information is accessible, clear and consistent across the business.
  - Risk Management
- Coordinate and support the wider programme of safety initiatives, training, and drug and alcohol testing, and coach team members in using tools to identify, control and monitor risks. Maintain emergency plans and equipment, coordinate drills and assist with post-drill reviews and corrective actions.
  - Representation & Participation
- Support and empower H&S representatives and committees to participate actively in health and safety management. Communicate health and safety in a way that is understood by all team members.
  - H & S Systems & Insights
- Maintain the documentation framework so procedures, risk registers, incident records and training records remain current. Track and report H&S performance, including monthly reports, so trends are identified early, connected with wider wellbeing initiatives, and provide data that informs leaders at all levels of the business. Assist with

the ongoing development of the management software and ensure the data within it stays current.

2. Recruitment & Onboarding (Global)

- Coordinate recruitment across New Zealand and our global markets, from advertising and shortlisting support through to interviews, pre-employment checks and offers, delivering a candidate experience that reflects the Rockit brand.
- Plan and scale up for seasonal recruitment campaigns, including recruitment events and fairs.
- Prepare employment agreements and lead a smooth onboarding experience so new people are set up to succeed from day one.
- Use automated recruitment and onboarding workflows to keep processes moving and track recruitment metrics to improve speed and quality of hire.

3. People Operations Support

- Be a trusted first point of contact for managers and employees, giving clear, practical guidance grounded in our policies and NZ employment legislation.
- Support employee relations matters, including attendance, performance, conflict and disciplinary processes, from preparing documentation to attending meetings, growing toward managing straightforward cases independently.
- Support the full employee lifecycle, including employment changes, inductions and learning, recognition, wellbeing, end-of-season processes and exits, using exit insights to help us improve.
- Coach managers to handle people matters with confidence, and offer people-centred wellbeing support to employees, connecting them with qualified help, such as EAP, when they need it.
- Provide payroll cover during absences to support business continuity.

4. P&C Projects, Continuous Improvement & Innovation

- Contribute to strategic P&C initiatives such as engagement, culture, wellbeing, performance and development, recognition and cultural celebrations.
- Look for opportunities to simplify, automate and improve how we work, and bring fresh ideas to the table, testing them against evidence.
- Support projects with research, data analysis, policy and procedure development, and clear, engaging P&C communications.

5. People Systems & Insights

- Act as a champion for our P&C tools: support their implementation, drive adoption of manager and employee self-service, and help people get the most from the system.
- Own the accuracy and integrity of our people data, ensuring employment changes flow correctly through to payroll.
- Build and share reporting on headcount, turnover, recruitment and H&S that helps leaders make better, faster decisions.

Objectives & Outcomes

On an ongoing basis, success in this role looks like:

- Continued, measurable progress in our H&S maturity, with compliance obligations met on time and leaders confidently leading their teams.
- Roles filled in good time, including through peak season, with positive feedback from hiring managers and candidates.
- Our P&C tools well used across the business: self-service is the norm, people data is trusted, and manual administration is kept to a minimum.
- Managers see you as a go-to source of practical, sound advice.
- Meaningful contributions to P&C improvement projects, from idea through to delivery.

Growth & Development

This is a role built for someone who wants to learn and grow. You can expect:

- Broad exposure across P&C and H&S in a global, high-growth business, a strong foundation for future P&C Advisor, Business Partner or H&S Advisor pathways.
- Hands-on coaching and mentoring from experienced P&C and H&S Business Partners.
- Support toward relevant professional development and qualifications in P&C or Health & Safety.
- Opportunities to lead projects, present ideas and see your improvements put into practice.

Organisational Obligations

- Live our values and bring a positive, can-do approach to everything you do.
- Maintain the confidentiality of personal and business information.
- Work in line with company policies, procedures and applicable law, including health and safety, food safety and hygiene protocols.
- Build effective relationships internally and externally, and take part in team and company-wide meetings.
- Carry out other reasonable duties that support the P&C team and the wider business.

Key Relationships

Internal:

P&C Business Partner

H&S Business Partner

P&C team

People leaders across NZ teams and our global markets

Shift Operations Support Coordinators

H&S representatives and committees

Permanent and seasonal employees

Reports To:

P&C Business Partner

External:

Candidates and recruitment partners

, Drug testing and training providers

P&C system providers

Regulators, including WorkSafe, as required

Person Specification

Experience & knowledge

- 2+ years' experience in a P&C, people or H&S role (essential)
- Working knowledge of NZ employment legislation and the Health and Safety at Work Act 2015, or a strong drive to build it (essential)
- Experience supporting recruitment and employee relations (essential)
- Technically savvy and proficient with HRIS, MS Office and data, and great at maintaining and continuously improving existing systems and adopting new systems as required (essential)
- Skilled at using AI tools such as Claude or Copilot to work smarter (desirable)
- Relevant tertiary qualification in P&C, H&S or business, or working toward one (desirable)
- H&S experience in a manufacturing, horticulture or food processing environments (desirable)

What you'll bring

- A curious, improvement mindset, always looking for a better way of doing things
- Strong interpersonal skills and the ability to build trust with people at every level and from diverse backgrounds
- Confidence to coach and influence, with the judgement to know when to escalate
- Highly organised and accurate, able to juggle priorities through seasonal peaks
- Integrity and discretion with confidential information

Team Values

Proactively demonstrate Rockit's values in all work and internal and external interactions.

One Rockit – Kotahitanga
Across every market, site and shift, we are one team. We value each other, share the hard work, prioritise health, safety and wellbeing, and make sure every voice is heard and valued.

Consumer Obsessed
Every decision starts with one question: what does this mean for the person eating our apple? We put consumer needs at the heart of our decisions and protect quality and consistency at every touchpoint.

Think Differently
Original thinking is our powerhouse. We challenge the status quo, improve every day and back bold ideas that are tested against evidence and keep Rockit distinctive.

Unstoppable Passion
Our business is something special, and we give it everything. We bring passion to our product, people, partners and impact, hold premium quality standards, own our contribution and do the right thing for the long term.