

Position Description

Position:	Senior HR Advisor
Department:	People Team
Reporting to:	GM – SEWL
Location:	Marlborough
Date:	August2025

Position Purpose:

This position is pivotal by providing advice, coaching and support to people leaders and our people on all generalist HR processes, initiatives and projects.

Key Relationships:

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

Key Accountabilities & Tasks:

Advice & Compliance

- Provide HR advice, coaching and support to people leaders.
- Manage and maintain ER and regulatory compliance across the business.
- Assist in the development, implementation and maintenance of policies, guidelines and systems to support people leaders and our people.
- Work with a mindset of continual improvement 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 the culture survey and assist with the interpretation of results into action plans.
- In conjunction with H&S, coordinate and participate in wellness and wellbeing programs that support employee engagement.
- Actively encourages employee engagement using the company intranet.
- Lead people centric initiatives such as the Team Rep Forum.

Key Accountabilities & Tasks:

Learning & Development

- Develop and deliver leadership modules to help upskill our people (YLDP).
- Assist with the implementation of training, development and learning opportunities, as required.

Performance & Remuneration

- Give advice and guidance regarding remuneration and performance reviews.
- Manage the Skills Based Pay Matrix across Viticulture, Cellar Door 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.
- Lead recruitment for the business, supporting our People Leaders with organisation and onboarding.

Project Support & Implementation

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

Reporting & Administration

- Maintain the employee personnel files and administer employee related documentation.
- Provide ad hoc people metric reports to the Leadership Team and/or Board 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 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 defense and food fraud procedures.
- Actively participate in audits as required.

Person Specifications:

Education:	<ul style="list-style-type: none">• Relevant qualification in HR (desirable)
Experience:	<ul style="list-style-type: none">• A successful track record of working in the HR space, with 2 -3 years' experience in HR• A sound knowledge of NZ Employment Legislation
Specific Skills & Core Competencies:	<ul style="list-style-type: none">• Integrity, trust and personal credibility• Commercial business acumen• Computer literacy with the Microsoft suite• The ability to build sound relationships across all levels of business• Willingness and ability to work in a 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.

Manager & Employee Acknowledgement:

Manager's Signature

Date:

Employee's Signature

Date: