

HUMAN RESOURCES FORM

JOB DESCRIPTION

K. G. RICHARDSON
TIMBER. PROPERTY. TRANSPORT.

Job Title:	Group Human Resources Manager
Company:	K G Richardson Ltd
Reports to:	Company Directors
Key Relationships:	Group Human Resources Advisor, Group Recruitment Coordinator, Company Directors, Group H&S Manager, KGR Administration Manager, Niagara Sawmilling Company Ltd Managers, McNeill Distribution Ltd Managers, TNZ Growing Products Ltd Managers, Log Marketing New Zealand Ltd Manager, Log Logistics Ltd Manager, external suppliers and customers.
Purpose of position:	To provide a broad range of human resources services and advice in line with strategic objectives and legislation, ensuring the development of a company culture that emphasises quality, business improvement, training and development and high performance.

Duties and Responsibilities:	Expected Outcomes:
Recruitment & Selection: Ensuring we have the right people in the right roles.	Oversee and facilitate a recruitment and selection process that ensures we attract and retain suitably qualified and highly skilled personnel to meet the requirements of the business.
Employment Relations: Maintain proactive employee relations systems, processes and practices.	Provide specialised advice and guidance to the group on a wide range of industrial relations and employment law issues including legislation interpretation.
Training & Development: Continual improvement in the performance of employees to ensure the ongoing success of the Business.	Oversee the training and development strategies of the Group and ensure they align with business strategies and that the group has the right people with the necessary skills, capabilities and competencies to meet company objectives.
Workforce Planning & Talent Management: Ensuring knowledge transfer and a continuity of skills throughout the Organisation.	Develop and facilitate the groups workforce planning to ensure we have a stable productive workforce, continuity of knowledge and that the company is set up to achieve success long term as the business expands, changes and grows.
HR Systems: Manage HR systems and software to support the needs of the group.	HR information systems and software are operational to best support the requirements of the group including time and attendance, recruitment software, and other required HRIS.
Payroll: Support the payroll function as a conduit between the business and processing of wages.	Understand and provide advice including Holidays Act legislation interpretation to both managers, payroll and employees to ensure the companies compliance.
Employee Engagement : Lead and expand the quality of the Groups Company culture.	Develop and facilitate an environment that ensures all employees strive to work to the best of their abilities and are committed and motivated to contribute to the ongoing success of the organisation.

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Change Management: Drive and facilitate the change management process.	Drive and facilitate the change management process and organisational development to assist the business in achieving long term success.
People Management: Builds the capability of the HR team and ensures there is the appropriate skills and expertise within the team to meet the group's needs.	Oversee all matters within the HR team to maximise the development, performance and retention of skilled staff. Provide leadership to the HR team and monitor the team's performance to ensure it is delivering on the group HR goals.
Business Improvement: Drive business improvement throughout all areas of the business.	Lead, drive and facilitate the continuous improvement of every day HR operations, procedures and processes to ensure the ongoing success of the business. Seek opportunities to improve and effectively manage resulting improvement projects.
Personal Development: Manage own personal development.	Proactively manage one's own personal development, identifying areas for professional development and striving to continually improve knowledge and expertise.

Qualifications:
Appropriate tertiary qualification in Human Resource Management with at least 5 years proven practical experience in Human Resources (preferably with some leadership experience).

Key Leadership Behaviours:	What That Looks Like:
Lead by example	Lead from the front and follow the rules.
Be Organised	Prioritise and focus on the right areas, managing the time available to yourself and the team to achieve required outcomes.
Communicate Effectively	Express your ideas effectively in all situations and in all forms.
Follow through	Do what you say you are going to do.
Accountability and ownership	You are accountable and responsible for your people, their safety and the HR function.
Delegate	Give appropriate tasks and duties to others ensuring outcomes are met.
Analytical	Identify key issues or problems and make sound, logical, objective decisions or recommendations based on data and information available.
Solutions focused and Innovation	Generate creative solutions to workplace problems.
Give Recognition and Feedback	Deliver meaningful feedback, both encouraging and constructive, in a positive manner.
Set the standard	Set and maintain expected standards of performance and behaviour in all areas.
Keep it simple	Keep everything clear, simple and uncomplicated.
Led change and improvement	Be involved in and drive new change and initiatives.

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Inspire and Motivate	Help others to achieve what they need to achieve, through explaining the 'why', coaching and guiding.
Develop your people	Continually identify new areas of training and development for your team, ensuring they reach their full potential.
Conflict resolution	Have the knowledge, skills & attitude to mitigate, & resolve conflict.

Health and Safety:

All employees at of K G Richardson Ltd must:

- Undertake a Health and safety induction at the commencement of their employment.
- Work in a safe manner at all times and ensure that no action or inaction causes harm to themselves or others.
- Report any accidents, incidents, near misses, or hazards promptly to a health and safety representative.
- Wear any safety gear that is issued to them that is required for them to undertake their job, at all times.

Changes to job description:

- From time to time it may become necessary to consider making changes to this job description which will normally be initiated by the manager for the position. This may happen because of changes in nature or structure of our core business, the annual performance review, technological changes, procedural amendments or legislative / statutory requirements.
- Where any such change is envisaged you will be advised and consulted accordingly.
- Any other fair and reasonable duties that may be delegated to you by the managers or directors from time to time.

Employee Name:	Manager Name:
Employee Sign:	Manager Sign:
Date:	Date: