



JOB SPECIFICATION

Position Description

Position:	Human Resources Advisor
Responsible to:	Group HR Manager
Responsible for:	NA
Purpose:	The HR Advisor provides generalist HR support across WasteCo's North Island operations. This includes assisting with recruitment, onboarding, employment relations, HR systems, and compliance and all other duties across the employee life cycle. The role supports the Group HR Manager in delivering strategic and operational HR initiatives that foster a culture of safety, performance, and inclusion.

Key responsibilities

Key Responsibility	Performance Standards
Employee Relations & Compliance	<ul style="list-style-type: none">Support operational managers with employment relations matters, including drafting documentation (e.g. Warnings, Performance Improvement Plans, investigation reports) and coordinating processes to ensure procedural fairness.Ensure HR practices and documentation are compliant with employment legislation and company policy.Maintain accurate records and assist with reporting on HR metrics.
Employee Experience & Engagement	<ul style="list-style-type: none">Coordinate recruitment processes including advertising, shortlisting, and interview scheduling.Facilitate onboarding and induction processes.Assist with offboarding including exit interviews and reporting.Support employee experience initiatives including wellbeing and inclusion activities.
Performance & Development	<ul style="list-style-type: none">Support the implementation of performance management processes.Assist with training coordination and development tracking.Maintain performance documentation and follow-up actions.
Payroll Support	<ul style="list-style-type: none">Liaise with payroll team to ensure accurate employee data and timely processing of changes.Assist with payroll queries and support compliance with payroll-related policies.

HR Systems & Administration	<ul style="list-style-type: none"> • Maintain HRIS and personnel files. • Support reporting and data integrity. • Contribute to continuous improvement of HR processes and systems.
Team Collaboration	<ul style="list-style-type: none"> • Work collaboratively with the Group HR Manager and wider team. • Provide timely and professional support to internal stakeholders. • Participate in HR projects and initiatives as required.
Health & Safety	<ul style="list-style-type: none"> • Collaborate with the Health & Safety team to embed safety into organisational culture, reinforcing a culture of accountability and proactive risk management. • Ensure fair disciplinary action for safety breaches, aligning HR policies with Health & Safety protocols to uphold standards and compliance.
Additional Duties	<ul style="list-style-type: none"> • Undertake other duties as directed by the Group HR Manager.

Qualifications

- Tertiary qualification in Human Resources, Law, Business, Organisational Psychology or a related discipline.

Practical experience

- 3-5 years' experience in a generalist HR role, ideally in the operational or industrial sectors.
- Strong working knowledge of New Zealand employment legislation, immigration and best practice.
- Proficient with Bamboo or other relevant HRIS systems.
- Proficient in the Microsoft Office Suite, to an intermediate level in Excel.
- Experience and knowledge of the Waste, Transport or similar industry is desirable.

Key Attributes

- Authentic, collaborative and values led working style.
- High integrity and sound judgement.
- Excellent written, verbal communication skills.
- Exceptional organisational and time management skills.
- Team player with a hands-on approach.
- Technology and system savvy.

Agreed by:

Job holder's signature

Manager's signature

Date

Date