**Costa Group Position Description**

|  |  |
| --- | --- |
| **Position Title:** | Seasonal Worker Program Coordinator  |
| **Department:** | Human Resources and WHS |
| **Reporting To:** | WHS & S.A Region HR Manager |
| **Location:** | Renmark, SA |

**1.** **Basic Summary of Position:**

The purpose of this role is to support Costa’s Seasonal Worker Program for the Company’s farm assets in the greater Renmark area. The role has accountability & responsibility for ensuring compliance with the Deed of Agreement between the Commonwealth Government and the Company for employees who are sourced under Seasonal Worker Program initiative (Pacific Islands) and for other emerging opportunities that facilitate the sourcing of seasonal labour. The role will have specific accountability for assisting with the recruitment, on-boarding, induction and employee welfare services across the full cycle of the seasonal employment relationship.

In addition, this role will also provide support for Workplace Health and Safety initiatives as outlined in this Position Description.

**2. Key Accountabilities and Responsibilities:**

|  |
| --- |
| **Seasonal Worker Program Duties*** Provide Welfare/Pastoral Care support in accordance with the Deed Agreement and the Letter of Offer applicable to the year of recruitment
* Co-ordinating of both onsite and off-site accommodation, including preparation prior to and after departure of each group as well as weekly inspections and maintenance
* Support the planning and actioning of the recruitment process, on arrival briefings and induction process
* Co-ordinate travel arrangements for workers to and from the Pacific Islands /Countries of origin and between sites
* Ensure daily attendance is reported and action taken for absent and or sick workers
* Coordination of transport and repair of vehicles
* Reporting any breaches of discipline, injury, etc. within 12 hours
* Work with Community Groups to assist with worker integration
* Identify and train leaders within the sourced labour
* Support, encourage & reward excellent work performance
* Attend to issues that need addressing outside normal working hours to ensure the welfare and wellbeing of Seasonal Workers is maintained at all times
* Coordinate and assist with workers’ induction and training
* Liaise with Farm & Packing Managers to coordinate labour requirements for farm operations other than harvest requirements.
* Monitoring of Weekly Wages and addressing any queries
 |
| **Workplace Health & Safety Duties*** Promote a safe workplace culture.
* Support sites with their legal obligations through;
* Assisting with risk assessments, including training
* Attending HSEC meetings.
* Assisting with investigations.
* Reviewing training requirements, including inductions.
* Reviewing site risk registers.
* Support with the development, implementation and continual improvement of WHS Systems.
* Ensure procedures in place are adhered to relating to labour hire agencies and contractors.
* Promote a workplace culture that facilitates early return to work after injury.
* Support the development and promotion of strategic plans to improve workplace safety
* Promote positive workplace learning culture around workplace safety.
* Support the conducting of inductions for new and returning employees.
* Provide coaching with day to day WHS obligations
* Support management to identify and control workplace WHS issues.
* Assist and support site Health Safety & Environment Committees (HSEC).
* Assist and support site Health and Safety Representatives.
* Assist with IMS documentation and JSA and PRA’s

**Behaviour and Performance - OHS*** Support employees and managers to achieve best practice Safety, Health and Environment by implementing the safety management system and processes with the Vitor team
* Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.
* Be familiar with, understand and adhere to Company OHS&W policies and procedures in line with the standards of Costa Group and the requirements of the OH&S Act
* Work in accordance with the policies and procedures of Costa Group, as amended from time to time
* Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others
* Correctly use and maintain personal protective equipment provided for health and safety purposes
* Be unaffected by alcohol or drugs
* Report immediately any hazards, incidents or near misses
* Contribute by making positive suggestions on improvements to safe work practices
* Perform only those procedures or tasks for which he/she has received appropriate training and instructions.

**Behaviour and Performance - Company Values*** Responsible for ensuring that your work practices are consistent with company principles
* Ensure that behaviours outlined in Costa vision and values are fostered and practiced
 |

**3.** **Key Challenges:**

|  |
| --- |
| * Interfacing with and influencing workers from the Pacific Island region
* Managing diverse stakeholder relationships
* Managing and adapting to changing priorities
* Ability to work autonomously and maintain the commitment to meeting set deadlines
* Ability to gain insight to and working with differing ethic groups and cultures
* Flexibility to respond to out of hours calls on worker welfare issues.
 |

**4.** **Candidate Requirements:**

 **(a) Education, Qualifications, Training:**

|  |
| --- |
| * Intermediate level in Microsoft Excel and Word
* Training in a Human Resource, Leadership or Safety Related discipline would be advantageous, but is not a pre-requisite for placement.
 |

 **(b) Experience, Skills, Knowledge:**

|  |
| --- |
| * Minimum 2+ years’ experience in a role with recruitment responsibilities/exposure
* Experience with Pastoral Care
* Experience in workplace health and safety compliance advantageous
* Strong understanding of on-boarding and induction process
* Good communication and strong relationship building skills
* Strong attention to detail
* Cultural experience with people of Pacific Island ethnicity would be advantageous, but is not a pre-requisite for placement.
 |

**(c) Competencies/Character Qualities/Values:**

|  |
| --- |
| * Determination – acting decisively and with a sense of urgency
* Passion – challenging the status quo and acting with energy and enthusiasm
* Accountability – focusing on outcomes and delivering on commitments
* Sincerity – acting bolding in an open, honest, and responsible manner
* Respect – treating others as we expect to be treated in attitude, communication, and personal safety
 |