**Costa Group Position Description**

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| **Position Title:** | HR Manager Vertical Farming - Victoria |
| **Department:** | Human Resources |
| **Reporting To:** | National HR/WHS Manager Vertical Farming |
| **Location:** | Mernda Victoria |
| **Date:** | December 2020 |

**1.** **Primary Objective of Position:**

*The HR framework across the Costa Group reflects a ‘client centric’ model. This key role is responsible for partnering at the senior level of the Business Unit to implement contemporary HR policies, processes, programs and systems designed to improve business unit performance.*

*In a true generalist context, overall performance in the role will be assessed on the ability to service the client base and attracting, retaining and developing talent in support of the achievement of business objectives.*

**2. Key Accountabilities and Responsibilities:**

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| **Accountability and Responsibilities:** |
| **Recruitment & Talent Management*** Co-ordinate and/or conduct all recruitment as required and manage external recruitment relationships at all levels.
* Ensure that policies and procedures are implemented and up to date with legislation governing recruitment and selection.
* Provide coaching to managers in relation to best recruitment practices, current recruitment legislation and provide input into the placement of candidates.
* Identify/assess talent and critical roles in line with the established Costa Group capability review process.
* Provide guidance on annual talent/succession plan to ensure development of key talent and successors have been identified for critical roles with clear timing on development actions.
* Provide guidance to Managers and employees on learning and development options.
* Coordinate individuals/teams to participate in relevant development programs.
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| **Performance Management** 1. Provide guidance to managers in the processes of performance management and performance dialogue skills.
2. Coordinate mid-year and end of year performance review processes.
3. Coach leaders on how to conduct effective performance discussions to enhance quality of dialogue & feedback.
4. Analyse performance review data to identify individual, leadership and team development needs for action as appropriate.
5. Analyse career planning data to identify key issues linked to talent management/succession and implement solutions, as required.

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| **Remuneration & Benefits:*** Coordinate annual salary review process in line with established Costa Group process.
* Advise and coach managers regarding remuneration and benefits issues.
* Manage remuneration queries and issues as they are escalated from payroll, including all necessary paperwork.
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| **Legislative Requirements*** Advise and coach managers regarding ER/IR issues and implement appropriate industrial solutions.
1. Manage day to day ER/IR strategy, union negotiations, agreement making, queries and issues and escalate as appropriate.
2. Ensure adherence to EEO, OHS and related legislation and communicate standards and policies to the businesses.
3. Work in accordance with the policies and procedures of Costa Group, as amended from time to time.
4. Responsible for ensuring that your work practices are consistent with Company Values.
5. Role model behaviours outlined in Costa Group vision and values are ensure they are fostered and practiced across the business category.
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| **Workplace Health and Safety*** Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees
* Support Managers in monitoring, analysing and investigating reported injuries, and provide support for return to work initiatives.
* Support the sites safety training in conjunction with the business unit requirements
* Work with OH&S to support the implementation of Health and Wellbeing initiatives
* Support the sites to ensure that all employees, contractors and visitors have been inducted to the site and meet all the Costa requirements prior to commencement of work
* 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.
* 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
* Be unaffected by alcohol or drugs
* Perform only those procedures or tasks for which he/she has received appropriate training and instructions.
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| **Company Values*** Responsible for ensuring that your work practices are consistent with company principles
* Ensure that behaviours outlined in Costa Group vision and values are fostered and practiced
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**3.** **Candidate Requirements:**

 **(a) Core Values:**

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| Responsible for role modelling the company principles and ensuring that behaviours outlined in Costa Group vision and values are fostered and practiced across the all sites.**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
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**(b) Education, Qualifications, Training:**

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| * 5 years minimum experience within a manufacturing environment or equivalent
* Tertiary Qualifications or related experience in Human Resources
* Cert IV in Training and assessment - advantageous
* Basic Health & Safety
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 **(c) Experience, Skills and Knowledge:**

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| * Leadership role requiring initiative, independent work ethic, anticipation of requirements and expectations
* Comprehensive knowledge of employment legislation
* Ability to work in an environment that requires a high level of discretion, sensitivity and interpersonal interaction
* Ability to coach and support line managers in the handling of day to day HR/ER issues
* Ability to prioritise and schedule work to meet deadlines and maintain the quality of HR services delivered
* Ability to mix professionally and build effective relationships at all levels of the business
* Ability to work in a team environment, adapt, demonstrate initiative, and cope with continual change
* Ability to demonstrate initiative in addressing problems arising in the role
* High attention to detail
* Review and interpret HR and payroll data to develop plans, reports and proposals
* Excellent interpersonal, written communication and presentation skills
* Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.
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