

# Position Description

## People & Capability Advisor – Fixed Term

### **Title:**

People & Capability Advisor – Fixed Term

### **Company:**

The Tatua Co-operative Dairy Company Limited

### **Reports To:**

Group People & Capability Manager

### **Direct Reports:**

None

### **Purpose of Role:**

Provide proactive, practical People & Capability (P&C) support across employee relations, administration, and core people processes. Enable effective self-service through the People Hub, while contributing to projects, compliance, and continuous improvement initiatives that enhance employee experience and organisational capability.

### **Key Relationships:**

#### **Internal:**

- Group People & Capability Manager
- P&C Business Partner
- People Leaders
- Employees across the organisation

#### **External:**

- Unions
- Auditors

### **Authorities & Financial Responsibilities:**

None

### **Key Result Areas (KRAs):**

<b>KRAs:</b>	<b>Measures:</b>
People Hub & Self-Service	<ul style="list-style-type: none"><li>• Develop and maintain resources on the People Hub to support Tier 0 capability.</li><li>• Create practical guides, templates, and self-service materials for employees and leaders.</li><li>• Capture frequently asked questions and recurring issues to improve usability and content relevance.</li></ul>
Employee Relations & HR Administration	<ul style="list-style-type: none"><li>• Manage low-risk employee relations cases with guidance.</li><li>• Prepare documentation (letters, meeting packs, notes, witness statements).</li><li>• Coordinate meetings and maintain accurate records.</li><li>• Support fair, consistent, and timely ER processes.</li></ul>
P&C Operations & Projects	<ul style="list-style-type: none"><li>• Support key people processes (e.g. performance, talent cycles).</li><li>• Assist with preparation of reports, presentations, and documentation.</li><li>• Provide coordination support for P&amp;C initiatives and projects.</li></ul>

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Employee Records Management	<ul style="list-style-type: none"> <li>• Maintain accurate, complete, and compliant employee records.</li> <li>• Review and improve record-keeping practices.</li> </ul>
Industrial Relations	<ul style="list-style-type: none"> <li>• Provide research and administrative support for union negotiations.</li> <li>• Assist with preparation of bargaining materials (e.g. data, materials).</li> <li>• Coordinate logistics for negotiations and track claims and progress.</li> </ul>
Audit & Compliance	<ul style="list-style-type: none"> <li>• Support audit preparation (e.g. SMETA).</li> <li>• Coordinate policy reviews and updates.</li> <li>• Ensure alignment with legislation and organisational requirements.</li> </ul>
Job Architecture	<ul style="list-style-type: none"> <li>• Support alignment of roles within the Korn Ferry framework.</li> <li>• Assist with updating success profiles and maintaining job architecture data.</li> </ul>
Employee Engagement	<ul style="list-style-type: none"> <li>• Support the implementation and rollout of organisation-wide engagement initiatives.</li> </ul>
Recruitment Support	<ul style="list-style-type: none"> <li>• Act as a trained back-up to the P&amp;C Systems Coordinator.</li> <li>• Support recruitment processes, including job postings, contracts, and onboarding when required.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Comply with all health and safety requirements.</li> <li>• Identify and report hazards in a timely manner.</li> <li>• Report incidents and support safe work practices.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Follow all lawful and reasonable instructions.</li> <li>• Act with integrity, professionalism, and confidentiality.</li> <li>• Be reliable, present, and accountable in performing duties.</li> </ul>

### **Key Skills / Knowledge / Experience Required:**

#### **Essential Experience:**

- Experience in HR/P&C or a related role
- Experience with employee relations processes
- HRIS and/or payroll system experience
- Strong organisational and administrative skills.

#### **Skills:**

- Clear and effective communication
- Strong attention to detail
- Ability to manage multiple priorities
- High level of discretion and confidentiality
- Proactive and solution-focused mindset.

#### **Desirable:**

- Experience in manufacturing or unionised environment.

#### **Qualifications:**

- Tertiary qualification in HR or related field (or equivalent experience).

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### Core Competencies

Competency	Behaviour
Relationship Building	<ul style="list-style-type: none"><li>• Builds effective working relationships across teams.</li><li>• Uses diplomacy and manages sensitive situations well.</li></ul>
Judgement & Decision-Making	<ul style="list-style-type: none"><li>• Applies sound judgement in HR situations. Identifies risks and escalates appropriately.</li><li>• Provides practical, balanced solutions.</li></ul>
Communication	<ul style="list-style-type: none"><li>• Communicates clearly across written and verbal formats.</li><li>• Tailors messaging to audience.</li></ul>
Ownership & Initiative	<ul style="list-style-type: none"><li>• Takes responsibility for outcomes.</li><li>• Proactively identifies and action work.</li><li>• Escalates appropriately when needed.</li></ul>
Planning & Prioritisation	<ul style="list-style-type: none"><li>• Effectively manages competing priorities.</li><li>• Delivers work within deadlines.</li><li>• Anticipates and manages risks to delivery.</li></ul>
Continuous Improvement	<ul style="list-style-type: none"><li>• Identifies inefficiencies and suggests improvements.</li><li>• Uses data or feedback to improve processes.</li><li>• Supports automation and self-service capability.</li></ul>

### Success Profile:

#### **This role will succeed if the person:**

- Is highly organised and detail-oriented
- Builds trust with stakeholders
- Takes initiative and improves processes
- Balances administration with advisory support.

### Document Control

This position description is a working document and may be reviewed and updated as required.