

## POSITION DESCRIPTION



**Mackay Sugar**  
Member of Nordzucker Group

1. POSITION DETAILS	
<b>Position:</b>	Recruitment Specialist
<b>Underpinning Award:</b>	Not applicable
<b>Stream:</b>	
<b>Business Unit:</b>	
<b>Group:</b>	Human Resources
<b>Reports to:</b>	Human Resources Manager
<b>Direct Reports:</b>	-
<b>Key Interactions / Relationships:</b> <i>(The incumbent will need to be able to interact with and develop working relationships with the following stakeholders)</i>	<b>Internal</b> <ul style="list-style-type: none"> <li>- Executives</li> <li>- All BU Managers and other Managers</li> <li>- All Supervisors</li> <li>- HR/HSE Department team members</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>- External Recruitment Agencies</li> <li>- Local and State government institutions</li> <li>- School and university institutions</li> <li>- Registered training providers</li> <li>- Medical professionals</li> </ul>
<b>Reference Level:</b>	15
<b>PD Development Date:</b>	July 2022

2. POSITION CONTEXT	
<b>Organisational Overview</b>	<p>Mackay Sugar is a member of the <a href="#">Nordzucker Group</a>.</p> <p>Mackay Sugar is Australia's second largest sugar milling company, with over 140 years' experience and employing over 450 people permanently and up to 800 seasonally, contributing significantly to the economy of Queensland and is a major employer in the Mackay region.</p> <p>Nordzucker is one of the leading sugar manufacturers in Europe and has grown steadily for more than 175 years. The history of this partnership is a true testament to the resilience and innovation in the industry.</p>
<b>General Accountability</b>	The Recruitment Specialist is focused on the provision of all recruiting services including the effective on-boarding of personnel into the business. They will develop and implement strategies to attract personnel into the business including the streamlining of existing onboarding processes to enable efficiencies within their scope.
<b>Environment</b>	The position is currently based at our Mackay Offices, and provides services to all Hiring Managers at sites and localities controlled by Mackay Sugar.



<div> <div>CEO</div> <div>General Manager - People and culture</div> <div>HR Manager</div> <div>Recruitment Specialist</div> </div>	
Nature and Scope	<p><i>Key functions of the role include:-</i></p> <ul style="list-style-type: none"> <li>• Provide end to end resourcing and recruitment services across the cluster by providing advice and support to hiring managers on recruitment and mobility options whilst undertaking recruitment processes and activities to ensure the best candidate for our roles.</li> <li>• Exercise extreme confidentiality at all times, particularly in relation to Employees and proposed Employees personal / medical information.</li> <li>• Exercise due diligence to ensure that MSL complies with its duties, as far as reasonably practicable, to ensure the health and safety of its workers and others whose activities are influenced or directed by Mackay Sugar.</li> <li>• In conjunction with the HR Superintendent, provide oversight and direction to Hiring Managers in recruitment and selection of suitably qualified personnel to meet the requirements of Mackay Sugar, including preparation of advertisements, contact with employment agencies, active participation in interview processes and delivery of training for interview panels in order to undertake necessary recruitment activities;</li> <li>• Ensure that onboarding activities are carried out in accordance with Company and legal compliance;</li> <li>• Completion of all employment contracts including negotiations (within set parameters) and other necessary onboarding information;</li> <li>• Setting up of UKG HR systems with personnel data to enable payroll acceptance;</li> <li>• Together with the HR Superintendent, maintain accurate salary information and assist in the administration of the Annual Salary Review;</li> <li>• Coordinate and participate as necessary in the recruitment, induction and exit interview processes for the workforce, ensuring high levels of candidate care and the maintenance of accurate and comprehensive personnel and recruitment records;</li> <li>• Ensure local induction and other onboarding activities are co-ordinated and are occurring effectively;</li> <li>• Develop and implement Mackay Sugar's HR Recruitment Procedures / Policies, whilst maintaining Corporate compliance;</li> <li>• Establish and maintain required workforce data/statistical information and HR Metrics as required;</li> <li>• Develop and execute recruitment branding strategies in conjunction with the Communications Officer;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure a focus on cost reduction by refining the implementation of new technologies, standardisation and continuous improvement strategies;</li> <li>• Generalist HR activities as required from time to time;</li> <li>• Any other reasonable directions that are safe, legal and logical and within level of competence.</li> </ul> <p>Major challenges faced.</p> <ul style="list-style-type: none"> <li>• Freedom to manage policies and procedures as approved by the Executive Management Team.</li> <li>• Controls on freedom to act and problem solving.</li> <li>• Historical company culture, norms and values (external/internal).</li> </ul>						
<p><b>Specific Accountabilities</b> In fulfilling key accountabilities of this role, the Manager – Business Improvement will:</p> <ul style="list-style-type: none"> <li>• Safety of the Team with safe, effective work practices in the workplace</li> <li>• Promote responsibility and engage compliant practices through all parts of the recruitment / onboarding phases</li> <li>• Promote environment for continuous improvement</li> </ul>							
<p><b>Controls on Freedom to Act and Problem Solving</b></p> <p>For detailed limitations on authorities for purchasing and general decision making, please refer to the General Business Authorities Matrix MSD-AD-0492 and the SAP Authorities Matrix MSD-AD-0008. Generally the position is required to think and act freely to achieve the following:</p> <ul style="list-style-type: none"> <li>• Freedom to manage policies and procedures as approved by the Executive Management Team.</li> <li>• Required to make decisions within the parameters set by the company's plan, policies and procedures.</li> <li>• Required to make ethical decisions and resolve problems within the confines of delegated authority.</li> <li>• Required to problem solve using professional judgement and experience and management creativity within the bounds of corporate objectives, company policy and legislative requirements</li> </ul>							
<p><b>The following dimensions provide indications of the effect the position has on the organisation:</b></p> <table> <tr> <td>Budget:</td><td>&gt;\$100K managed through Group HR</td></tr> <tr> <td>Supervisory Responsibilities:</td><td>Nil</td></tr> <tr> <td>Direct Internal Customers:</td><td>Significant impact on all areas of the business within the Recruitment Space</td></tr> </table>		Budget:	>\$100K managed through Group HR	Supervisory Responsibilities:	Nil	Direct Internal Customers:	Significant impact on all areas of the business within the Recruitment Space
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<p><b>Vision, Values and Critical Success Factors:</b></p>	<p><b>Vision:</b> To be a sustainable Queensland Sugar Milling business.</p> <p><b>Values:</b> Courage   Appreciation   Responsibility   Dedication</p>						



	<p><b>Critical Success Factors</b></p> <ol style="list-style-type: none"> <li>1. PEOPLE: To attract, engage, develop and retain a skilled and motivated workforce that works safely and feels empowered to achieve business success for the organisation.</li> <li>2. SUPPLY CHAIN: A safe, efficient, and cost-effective industry-best supply chain extending from securing the cane supply area and yield through to high quality finished products for sale by our marketing entities</li> <li>3. GROWER PARTNERSHIP: A proactive customer focused business that engages with growers to support a sustainable Company.</li> <li>4. FINANCE and FUNDING: Generate innovative solutions to fund reinvestment for improving and sustaining the Company's supply chain.</li> </ol> <p><b>DIVERSITY AND RESPECTFUL WORKPLACE:</b></p> <p>Mackay Sugar values and encourages diversity in the workplace. Diversity means respecting and acknowledging that each of us is different by ethnicity, culture, gender, age, physical or mental disability, sexual orientation, religion, language, class, education, style, personality and family status.</p> <p>These individual differences are critical characteristics that enrich and lead our company to a higher level of achievement and help build our future success.</p> <p>Collectively, we are all responsible for creating and maintaining a workplace dedicated to the principles of mutual respect, fairness and support for all persons. Everyone must recognise and refrain from actions that offend, embarrass or humiliate others, whether deliberate or unintentional.</p>
<b>Required Behaviours</b>	<p><b>The commitment required of this position is in accordance with our Fair Treatment Principles and Expectations. Behavioural expectations that support our values include:</b></p> <ul style="list-style-type: none"> <li>• Being empathetic, listening to, and understanding our customers and employees;</li> <li>• Empowering our staff and the community to be involved, to speak up, make decisions and deliver key outcomes;</li> <li>• Through innovation, seizing opportunities, thinking and acting progressively, identifying and mitigating business risks and making positive changes;</li> <li>• Through achievement, setting goals for ourselves and for team members, always striving to meet these goals and celebrating our successes; and</li> <li>• By recognizing diversity, adapting our style and service delivery to always meet the diverse needs of our employees, customers and the community in which we work.</li> </ul>
<b>Key Performance Indicators</b>	<p>Key Performance Indicators for this position will be developed in conjunction with your Manager as part of the Annual PMDS Process.</p> <p>Likely KPI's will include:</p> <ul style="list-style-type: none"> <li>- Lead indicators for WHS including JO and Toolbox Completion rates</li> </ul>

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	<ul style="list-style-type: none"><li>- Improving efficiency of manpower planning and work execution</li><li>- Compliance with Budget</li></ul>
<b>Tools and Special Conditions</b>	<ul style="list-style-type: none"><li>• Out of normal business hours work will be required from time to time</li><li>• The incumbent is required to have a sound working knowledge of computer equipment for the purposes of word processing, operation of spreadsheets, databases and other software associated with the conduct of business in a modern office environment.</li></ul>
<b>Qualification, Essential skills &amp; experience:</b>	<p><b>Personal Characteristics and Supervisory Abilities:</b></p> <ul style="list-style-type: none"><li>• 3 to 5 years' experience working within the recruitment space including in large volume recruitment / onboarding programs.</li><li>• Evidence of contribution to the development and implementation of best practice recruitment policies and procedures.</li><li>• Working knowledge of Discrimination and Employment Law.</li><li>• Advanced proficiency in software applications, in particular Microsoft Office suite of programs.</li><li>• Expertise in developing and delivering branding / recruitment strategies / systems</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Strong people and team skills</li><li>• Excellent communication skills including the ability to explain technical issues in non-technical terms</li><li>• Ability to work to time-tables and meet deadlines – time management is critical in this position</li><li>• Proven project management ability.</li><li>• The ability to prioritise and manage multiple simultaneous tasks.</li><li>• Strong initiative and decision making ability</li><li>• Commitment to developing a continuous improvement culture within the Mackay Sugar business</li></ul>

### Acknowledgement

I have read and understand the requirements, responsibilities and accountabilities of the role as outlined in this Position Description.

**Employee:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_