



POSITION DESCRIPTION

Position:	Human Resources Manager
Department:	Human Resources
Reports to:	Managing Director
Direct Reports:	Administration Assistant
<p style="text-align: center;">Our Vision:</p> <p style="text-align: center;"><i>“To be an Australian family business sourcing and marketing high quality fresh produce”.</i></p> <p>We value:</p> <p>Teamwork: We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to sourcing and marketing high quality, fresh produce, in partnership with our suppliers.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility and accountability in all we do.</p>	
Position Purpose:	
The Human Resources Manager is responsible for the operational delivery of HR and Safety services and support to the business. The Human Resources Manager in partnership with Flavorite Department Managers develops and implements key change management strategies and services to improve staff and business performance.	
Key Result Area:	Specific Tasks:
People Management	<ul style="list-style-type: none"> • Management of team including recruitment; orienting and training • Manage staffing levels to ensure human resources tasks are performed efficiently and effectively • Performance management of direct reports to ensure quality and the achievement of KPIs • Undertake annual performance appraisals for all direct reports • Facilitate career development for all direct reports
Human Resources Operations	<ul style="list-style-type: none"> • Policy development • Manage end to end recruitment and selection processes • Develop employer brand and value proposition • Manage remuneration and benefits programs • Develop and manage orientation, training and probation review plans • Develop and manage annual performance management and development program • Development and implementation of succession planning framework
Position Number: 035	Revision Date: 5/4/18
Position Name: Human Resources Manager	Reviewed by: M.Nichol



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	<ul style="list-style-type: none"> • Undertake leadership development program • Manage disciplinaries, grievances, investigations and conciliations • ER/IR coaching and advice to managers and supervisors • Manage legislative compliance
Training & Development	<ul style="list-style-type: none"> • Develop, implement, and monitor training programs within the organisation • Develop training aids and presentations • Evaluate training needs and plan training programs accordingly • Undertake leadership development program
Health & Safety	<ul style="list-style-type: none"> • Maintain occupational health and safety systems, including policies, procedures and manuals • Undertake workplace inspections to ensure safety regulations are being met and to identify hazards and risks • Ensure the organisation is aware of, and complies with, all legislation relating to its duty of care, workplace activities and the use of its plant, equipment and substances • Record and report hazards, accidents, injuries and health issues within the workplace • Undertake investigations of accidents and unsafe working conditions, study possible causes and recommend remedial action • Coordinate emergency procedures, firefighting and first aid crews • Communicate frequently with management to report on the status of occupational health and safety programs
Return to Work & Injury Management	<ul style="list-style-type: none"> • Receive, process and action all workers compensation claims in accordance with the requirements of the Workers Compensation Act and Flavorite's insurance provider, including the development of return to work plans and review of remedial action • Develop, implement and monitor injury management plans or return to work programs as required, and in conjunction with the nominated treating doctor and Flavorite's insurer • Organise and attend medical appointments with injured workers as required including liaison with medical professionals
HR Support Services	<ul style="list-style-type: none"> • Asset management including phones, PCs • Manage information management systems • Manage philanthropy program • Develop and maintain comprehensive 'standard operating procedures' (SOP's) for the Human Resources department • Prepare monthly HR report identifying key metrics

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Continuous Improvement	<ul style="list-style-type: none"> Review industry advancements and practices Participate in management/company meetings and training courses
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> Relevant tertiary qualification Current knowledge of relevant legislation Well-developed computer skills (Microsoft Office) Current drivers licence
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> Return to Work Qualifications
Personal Attributes:	<ul style="list-style-type: none"> Strong communication and interpersonal skills Leadership skills Demonstrated self-motivation and initiative Sound judgement
Physical Specification:	
Physical Demands of role	<ul style="list-style-type: none"> Occasionally working in a Refrigerated environment – 12 to 15 degrees Constant sitting while performing computer tasks Constant and repetitive keyboard use Frequent and repetitive telephone use

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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