

Position Description

Human Resources Manager

Location: 35 May Street, Month Maunganui
Reports to: Chief Executive Officer
Employment: Full time

Armer Group

Armer Group, owned by Colin & Dale Armer, is a family owned dairy farming business that milks 20,000 cows across 24 farms. The dairy platform covers 6,500ha and dairy support of 2,500ha. Armer Group takes a sustainable approach to farming with a high focus on pasture utilisation and maintaining a resilient and profitable operating model.

Key Relationships

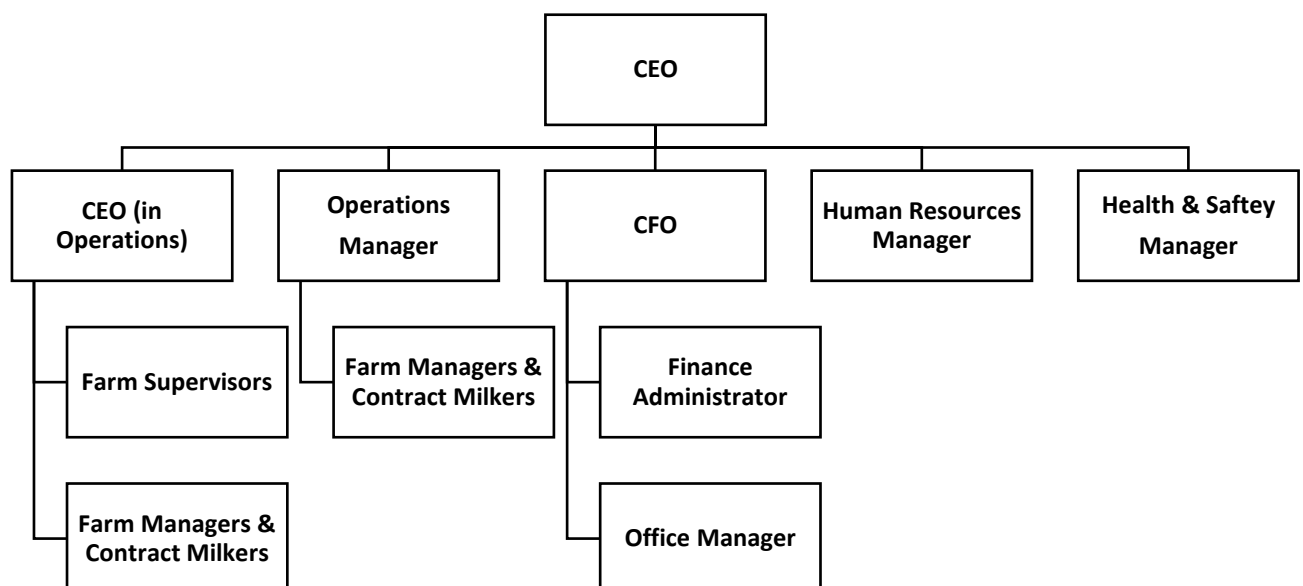
Internal

- CEO
- Office team (see org chart)
- Farm Managers and Contract Milkers
- Shareholders

External

- Employment and HR advisers
- Immigration advisers / Immigration New Zealand
- Payroll providers
- Contractors and service providers
- Healthy Homes assessors and inspectors

Organisation Structure



Purpose

The HR Manager plays an important role across Armer Group, responsible for ensuring the business has the people capability, systems and support required to achieve its operational and strategic objectives. The role leads the Group's people & employment compliance, workforce support functions and ensuring Armer Group has practical, fit for purpose people system that supports a high performing workforce and a growing business.

Working closely with the CEO and leadership team, the HR Manager operates across the full spectrum of the people function, from strategic planning and continuous improvement initiatives through to employment compliance, onboarding, payroll and support.

Key Responsibilities

People Strategy & Workforce Capability

- Work closely with the CEO and leadership team to develop and implement people initiatives that support Armer Group's strategic and operational objectives.
- Maintain practical, fit-for-purpose people systems, processes and policies that support a high-performing workforce and a growing business.
- Identify opportunities to improve workforce capability, employee experience, retention and effectiveness.
- Provide practical advice and support to managers on people-related matters across the Group.

Employment Compliance & Risk

- Lead the Group's employment compliance framework, ensuring compliance with employment legislation, immigration requirements and internal policies.
- Manage employment agreements, HR policies, employment documentation and related records.
- Support managers and contract milkers with performance management, employee relation and employment matters.
- Maintain and oversee the Group's visa compliance processes, registers and reporting.
- Identify people related risks early and implement practical solutions.

HR Operations

- Oversee the delivery of the Group's recruitment and onboarding processes, ensuring new employees are effectively integrated into the business.
- Maintain accurate employee records and HR information systems.
- Develop reporting and insights that support workforce planning and decision making.
- Drive continuous improvement across HR systems, processes and administration.
- Ensure payroll processes are accurate, timely, and efficient, providing oversight and support to the Finance Administrator in the delivery of payroll.

Support & Culture

- Support managers to build engaged, capable and high performing teams.
- Promote consistent people practices and standards across the Group.

- Contribute to a positive, practical and accountable culture that aligns with Armer Group's values and long-term objectives.
- Act as a trusted point of contact for employees and managers, ensuring issues are dealt with fairly, promptly and professionally.

Property Support

(dotted line reporting to CFO for property matters)

- Oversee the administration of staff accommodation across the Group.
- Maintain property records, compliance registers and accommodation documentation.
- Coordinate repairs, maintenance programmes and capital works across the staff housing portfolio.
- Coordinate external contractors, inspectors and service providers to ensure property-related work is completed to the required standard.
- Coordinate Healthy Homes assessments and other property compliance inspections undertaken by external providers.
- Oversee maintenance and remediation work programmes arising from inspections, compliance assessments and property reviews completed externally

Performance Measures

1. People systems, policies and processes are practical, current and consistently applied.
2. Managers receive timely, commercially sound HR advice and support.
3. Onboarding, payroll administration, employee records and visa compliance are accurate and completed on time.
4. People related risks are identified early and managed appropriately.
5. Accommodation administration, Healthy Homes compliance and property records are maintained to a high standard.

Personal Specifications

Experience (essential)

- Proven experience in HR management, operations or senior HR administration.
- Experience supporting managers with employee relations, performance management and workforce planning.
- Strong working knowledge of employment compliance and employee records management.

Experience (preferred)

- Immigration or visa compliance
- Experience in agriculture, multi-site operations or another practical operational environment would be advantageous.
- Experience operating as the primary HR resource within a business

Skills

- Practical, organised and able to move comfortably between strategic planning and day-to-day administration.
- Strong judgement, integrity and confidentiality when dealing with people matters.
- Clear communicator who can build trust with managers, employees and external advisers.

- High attention to detail and strong follow through.
- Commercial and practical approach to solving people and compliance issues.
- Comfortable working in a growing, hands on and changing business environment.

Other Requirements

- A high level of integrity, professionalism and alignment with Armer Group values
- Current and full New Zealand driver's licence

Non-Limitation Clause

This job description is not intended to be a complete or limiting description of the functions that you may reasonably be requested to undertake both within and outside of the normal hours of work.