

Position Description – Recruitment & HR Consultant

Leader, Connector, Partner, Supporter

About Us

At No8HR, we believe leadership starts with people. We are a specialist consultancy partnering with New Zealand's primary sector to deliver practical solutions in employment, recruitment, and people performance. Our clients choose us because we understand the realities of leading businesses where success depends on people doing the right things at the right time, while managing the challenges of seasonality and growth.

Who we are	People performance, employment legislation and recruitment specialists
Our Noble Cause	We make a difference to people's lives because healthy & sustainable workplaces contribute to thriving businesses, communities and a thriving New Zealand
What we deliver	Business excellence through people performance
Our values	Building better businesses Straight talking with integrity Starting where the client is at Resilience and innovation

Our Ethos

Our clients are our number one priority and joining us means that you 'sign up' to this ethos. Making this 'real' in our business means our priorities are:

- our clients – providing value and doing what it takes to get the right for solution for them (even when it's not what they think they want)
- each other – we look after and look out for each other. No one person is an island, we stand and fall as a team
- our communities – ultimately, we are here to create better New Zealand communities

We expect everyone to be externally aware, internally positive and active, and excellent in their area of expertise. In particular we expect our team members to:

- provide high quality service both in the direct areas of their responsibility and to customers generally
- be highly attuned to how we generate value for our clients
- play their part in ensuring our supporting systems and processes are operating effectively and efficiently
- be actively involved in team communications with other team members so everyone and the business can meet their goals.

Your Role

Purpose

To work across the business as needed to execute people related strategies and build relationships that assist our clients to enhance their business performance through their people.

Scope of Position

Reports to	General Manager
Location	Te Awamutu office delivering to clients nationwide

Key Relationships

- Clients
- Applicants
- No8HR team members
- System providers
- Professional bodies

Key Accountabilities

Accountability	Expected Behaviours & Outcomes
Undertake client needs analysis to deliver fit-for-purpose solutions.	• Client needs analysis across a range of people and business-planning services are undertaken. • Client proposals are drafted with clear outcomes and costings. • Appropriate interventions are recommended and/or referrals made.
Work as part of the consulting team with specific responsibilities to attract and select talent on behalf of clients.	• Recruitment and selection processes are fit for purpose and delivered to client specifications. • Advertising reflects client requirements and company brand standards. • Appropriate recruitment techniques are used to validate candidate information and fit. • Communication with clients and applicants is timely and reflects No8HR values. • Reporting to clients is accurate, timely, and professional. • Professional input is provided so clients can make informed recruitment decisions.
Provide HR advice across a range of matters, positioning the business as a value-add provider of people-related services.	• Clients are assisted to create and implement people strategies aligned to their goals. • Advice is up to date and timely, covering compliance, systems, process, performance and employment matters. • Advice is fit for purpose within the client's business and risks are clearly outlined. Support clients in finding the best solutions for their business and capabilities.
Recommend, and deliver where appropriate, development and coaching programmes.	• Development needs are identified and opportunities for No8HR services are highlighted. • Coaching activities are undertaken to support improved performance for clients.
Assist the business to meet revenue targets.	• Marketing and sales activities are delivered as directed and consistent with the brand. • Value-added services are identified proactively. • Customer commitments are consistently delivered.
Ensure business protocols and systems are followed and continually improved.	• All worked hours are recorded accurately in line with recording systems. • Business administration protocols are complied with; documentation and reporting are professionally presented. • Client, applicant and vacancy databases and files are maintained securely. • The website is current and accurate for areas of activity. • Support is provided to the wider team as required by the General Manager. • All client HR information and payroll records are managed appropriately and securely
Always work within the context of ensuring a healthy, safe, and positive workplace.	• A no-harm culture permeates through our business. • Company health and safety procedures are understood and implemented. • Appropriate care is taken in our own and client environments. • There are no serious harm accidents. • Work-days lost through accident or injury are less than 1% of available work time.

Person Specification

Personal Attributes

- Ability to work at pace and manage multiple priorities
- Comfortable working on the phone or virtually with a wide range of people
- Good decision-making and risk analysis skills
- A strong team contributor but also able to be self-directing and self-motivated
- Warm, welcoming, flexible, resilient
- Positive, no excuses mindset and learns from mistakes
- Perseveres until results are achieved and enjoys success
- Solutions focused with a proven work ethic

Experience and Qualifications

- Affinity with agri-business
- Entry to Intermediate skills in at least one of
 - Recruitment
 - HR Compliance
 - Operational &/or Strategic HR
 - Organisational Development

Professional and Technical Skills

- Strong client focus; with ability to understand and interpret their needs
- Systems experience, including Microsoft office suite, CRM and database experience
- Great communication skills, brings energy to phone conversations
- Able to complete and improve business templates; doesn't shy away from hard conversations.
- Proven capability in relationship building and well-developed interpersonal skills.
- Intelligent and intuitive; quickly assesses situations.
- Highly organised and efficient with strong attention to detail.
- Willing and able to learn new processes and systems quickly.

Non-Limitation Clause

This job description is designed to give an indication of the type of work and performance expected of the jobholder. It does not provide an exhaustive list of duties or performance standards and the jobholder agrees to undertake any other tasks that are consistent with the position and with the provision of quality service to the organisation. This includes the provision of support to other areas of the business as required.

Acknowledgement

I have read and understand the above position description.

Name _____

Signature _____

Date _____