

JOB DESCRIPTION

Human Resources Executive

Role – Purpose and Scope

The Human Resources Executive role sits within the Executive Office team at Medtech Limited. It reports to the Group Financial Controller.

The role is a busy and varied position encompassing a broad range of generalist HR function for NZ. As well as managing the usual tasks relating to recruitment, remuneration reviews, employee relations, performance reviews, training and development, there are also a number of exciting projects that can be developed on the existing organizational framework. Some travel may be required.

Salary Range

This position is full time (nominally 40 hours per week) and the salary offered will be commensurate with experience.

Key Result Areas

Key Result Areas or KRAs are the main functional tasks of the role on which your performance will be measured or assessed every six months.

Key Responsibilities	Outcome	Performance Measure
Recruitment		
Recruitment and staffing needs of the organisation are met using a variety of means including but not limited to Seek or other portals or recruitment consultants	<p>Potential candidates are identified</p> <p>Interviews are scheduled appropriately, and proper assessment tests completed</p> <p>Pre- employment checks are carried out</p>	<p>Efficient interview process completion</p> <p>Feedback from interviewers and other stakeholders</p>
Induction		
Ensure on-boarding process established and efficient. Co-ordinate induction with various departments	<p>Prepare an induction plan and schedule</p> <p>Conduct a detailed orientation including compliance related matters</p>	<p>Successful induction and feedback on quality of induction and onboarding</p> <p>Smooth on boarding of new employees/contractors</p>
HR Personal files		
<p>Employee records.</p> <p>Organizational charts.</p>	<p>Maintain employee records</p> <p>Establish a process to update these periodically.</p>	<p>Maintenance of accurate records and up to date organisational charts.</p>
Skills Matrix		
Develop and maintain skill matrix for the organization. Working with the various managers.	<p>Produce skill matrix for each department.</p> <p>Training needs are identified</p>	<p>Submit a report and report area of training and upskilling.</p> <p>Co-ordinate external training or internal training.</p>

Key Responsibilities	Outcome	Performance Measure
	Training programmes are recommended for staff training.	
KPI / Performance		
Coordinate performance management process with managers and staff.	KPI's are documented in personal file. KPI are monitored every quarter	Ensure KPI's are being managed. All performance management is completed on a timely manner
Payroll		
Signoff monthly payroll from the Finance Department for New Zealand.	Payroll is errorfree and accurate.	No complaints from employees and feedback from Financial Controller
HR Policies and Work & Safety		
Maintenance of company HR policies	HR policies are kept current and regularly reviewed to ensure they are compliant with employment legislation.	Completion of review on a 6 monthly basis with a report to CEO
Observe all Medtech Group's safe work policies and procedures, and report hazards or accidents via health and safety registers as appropriate Act as Health & Safety Officer for the organisation	Be familiar with health and safety legislation and policy of Medtech. Understands hazard identification and accident reporting protocols.	Maintenance of health and safety records, hazard and accident registers. Ensure training in this area is provided.
Employee Benefits		
Spearhead employment benefits, programs and events.	Evaluating existing programs and make recommendations which will improve staff morale.	Presentation of a plan to CEO with corresponding budget for consideration.
Employee Relations		
Handle issues related to employee relations	Clear understanding of the employment legislation and ensuring compliance Co-ordinate and participate based on legal advice.	Ensure company's interest is protected and matters are resolved appropriately.
Exit		
Administer staff exit process as per policy. Including knowledge transfer	Arranging farewell cards. Exit interviews are scheduled. Coordinating with account for full and final payment.	Complete the exist process with a full report of the exist interview. Co-ordinate with Finance and IT on exit formalities.
ISO / ISMS Policies		
Adhere to all processes and procedures in accordance with ISMS and ISO guidelines.	Understand ISO, ISMS and HR responsibilities in this regard.	Ensure compliance of the ISO, ISMS requirements.

Projects or other duties

Objective – To carry out other duties which may reasonably be required by the Chief Executive Officer at his absolute discretion from time to time in the course of Medtech's business and which fit the role's purpose as stated and for which the position holder is qualified or has received adequate training or instruction.

Health and safety

Objective: To ensure a safe and healthy working and learning environment is maintained at all times.

Key Responsibilities	Outcome	Performance Measure
Observe all Medtech Group's health and safety policies and procedures	Familiar with Medtech Group's health and safety policies and procedures	100% compliance to the health and safety policies and procedures
Ensure Support Consultants are fully briefed on Occupational Health and Safety Legislation and Regulations as per Company Policy and Procedures manual.	Support Consultants are informed and routinely updated on OSH safety requirements as per Company policy	Health and safety records are up to date
Take full responsibility for one's own health and safety Ensure no action or inaction on one's own part harms others in the workplace Report hazards or accidents using the appropriate health and safety registers	Act responsibly and follow Medtech Group's health and safety policies and procedures Understand hazard identification and accident reporting protocols	Accidents and hazards are recorded in the relevant registers (follow up where necessary)

Behaviours

These are the abilities, attributes and personal characteristics that the staff member will need to consistently display in order to achieve their Key Result Areas (KRAs) [that is, to do the job effectively]. These behaviours describe how someone does the job, whilst KRAs describe what is to be done.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Monitoring — Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Persuasion – persuading others to change their minds or behaviour.

Service Orientation — Actively looking for ways to help people.

