

Position Description: HR Manager

Position Title: HR Manager
Functional Group: Human Resources
Reports to: CEO
Date: October 2018



Our Company

Coretex is a world-leading technology company that creates innovative GPS-based vehicle tracking solutions for organisations that operate in mission-critical environments. Our start-up culture and 'can-do' attitude helps us take on the best and win. Our proprietary technology platform helps organisations run more efficiently and comply with complex legislation through intelligent use of data gathered directly from vehicles out on the road.

Coretex has customers all over the globe. Our business is run from offices in New York, San Diego, Auckland, and Sydney. We have ambitious growth plans that will see us further expand operations over the coming weeks, months and years.

Our Mission

At Coretex we believe that technology should be used to create a safer, cleaner and more productive society. The world's resources are under increasing pressure - to keep growing, we have got to figure out how to do more with less.

Our goal is to help operators drive better business results by improving their asset utilization, reducing fuel consumption and minimising the wear and tear on people and machines - all whilst ensuring that operators remain compliant with all relevant legislation.

Purpose of this Role

We're really excited about this newly created position and can't wait for our new HR Manager to join our team! Reporting to the CEO, you'll be actively involved in management level decision making, driving new and better ways of operating core people processes and contributing to the overall wellbeing and progress of the company.

You'll be tasked with supporting our managers to get the best people operating to the best of their abilities. In fulfilling this responsibility, you'll implement the people resource strategy, support managers to create engaged and high performing teams, coach managers and team leaders so that they are empowered to proactively manage their people effectively and confidently and ensure that our people related policies and procedures are best practice, legally compliant and are executed consistently throughout the company.

Responsibilities

- Develop an annual HR operating plan and budget with Key Performance Indicators, reporting monthly on achievement of goals, KPI's and expenditure versus budget.
- Ensure all people and performance practices, policies and procedures are best practice, legally compliant for the relevant jurisdiction, align with the objectives and culture of the company and are consistently implemented.
- Develop tool kits for processes, systems and policies around people and performance, ensuring they are regularly reviewed for simplicity, effectiveness and compliance.
- Advise and support managers and team leaders to successfully implement agreed practices for:
 - Talent acquisition/recruitment

- Employment agreements and associated legal documentation and compliance
- Induction
- Rewards and recognition
- Performance appraisal
- Employee communications
- Professional development plans
- Career and succession planning
- Performance management
- Disciplinary processes and dismissals
- Redundancy and restructuring
- Leave management and exits
- Liaise with relevant legal or other advisors as required and stay abreast of industry trends and developments
- Create business cases for the implementation of systems for review
- Report monthly on talent acquisition and other key people metrics that support company performance
- Proactively manage and lead initiatives to support our culture and a high level of engagement throughout the company
- Work with the management team to ensure H&S requirements are understood and met
- Lead and participate in ad hoc company projects where required
- Understand, clearly communicate and model behaviours that support Coretex values, ensuring opportunities to recognise team members who effectively “live” and model our values.

Quality / Health & Safety Accountability

All staff are authorised to take suitable action to prevent, avoid and where possible eliminate quality and health and safety issues within their job area.

Reporting Relationships

The HR Manager reports directly to the CEO. The role has no direct reports.

The HR Manager will require effective relationships with the following roles and teams:

- Leadership Team
- All direct line managers, team leaders and teams
- External advisors and suppliers

People Specification

The ideal person fulfilling this role will have the following skills and characteristics.

- An ability to self-start with little supervision, providing practical solutions and resources to the business
- Excellent attention to detail to ensure that nothing gets missed
- Effective influencing and coaching skills at all levels of the business
- An ability to build trusted relationships across the business
- High levels of energy, enthusiasm and professionalism
- Some overseas travel to Australia and the US will be required

Qualifications & Experience

- Degree qualified in a related discipline
- 5+ years relevant HR experience
- Experience working in a similar high-tech environment is essential, preferably with some experience in an ambitious scale-up environment
- Demonstrated track record of leading and delivering best practice approaches and systems to create and sustain a high-performance workplace

- Extensive experience advising managers on people resource matters
- Experience coaching and training others

Location

The position will be based in Newmarket, Auckland.