

<b>Position</b>	Group HR Business Partner
<b>Branch</b>	All
<b>Reporting to</b>	Group General Manager – HR, ICT and Procurement
<b>Date of last update</b>	July 2021
<p>The Group HR Business Partner is responsible for the development, implementation and management of group programs designed to attract top talent, develop key leaders and retain staff at all levels of the organisation.</p> <p><b>General Duties/Responsibilities:</b> This Job Description is intended to be a general guide for the duties of the Group HR Business Partner but the duties for the position will not be limited to the general items below:</p> <ul style="list-style-type: none"> <li>• Develop, implement and manage the Thermosash Group “Employer of Choice” strategy with a focus toward the emerging workforce that will be predominately made up of Gen Z and Millennials. This strategy will include sections on attracting top talent, developing key leaders and retaining staff at all levels. This will also include an assessment of the current culture in the Group and the different business units.</li> <li>• Develop common apprenticeship and trainee programmes that maximise movement amongst the TCL companies and develop a pipeline of homegrown talent.</li> <li>• Immediately develop and implement a recruitment strategy designed to support the business through the COVID-19 Pandemic and New Zealand’s closed borders.</li> <li>• Develop and implement job classifications and salary/wage bands for Thermosash Commercial and Woods Glass that provide staff with a clear career path in the Group.</li> <li>• Develop and implement a modern and efficient performance management process that enables managers and supervisors to stay connected with their staff at all times.</li> <li>• Create a comprehensive Future Leaders program that includes detailed assessments and development plans for each person in the program.</li> <li>• Continually work across the business to identify learning and development requirements, implementing programmes where required and building external relationships to assist where necessary</li> <li>• Review the current remuneration and benefits to make sure in line with the market and make changes where necessary to ensure attracting and retaining top talent</li> </ul>	

- Review current culture and wellbeing initiatives and scope out to develop a programme fit for purpose to deliver to Company goals
- Create initiatives to align employees to business objectives and represent core values.
- Conduct biannual Staff Survey and work with Group GM on action plans for each businessunit based on the results.
- Have a personal commitment to ensuring a safe and healthy workplace.
- Comply with all Health and Safety regulations as set out in Thermosash's Health and Safety policy. This includes wearing the appropriate safety clothing and/or protection in areas where this is required.

**Skills and Experience:**

- Must have a degree in Human Resources, Psychology, Business or any other related field and a minimum of five years of appropriate experience.
- Must have a passion and skill for drawing actionable insights from raw information and data.
- Must be helpful, service-oriented and the ability to drive multiple projects at the same time.
- As in all HR positions the person in this role must be discreet and have the ability to deal with confidential information appropriately.
- Must be an excellent communicator with good writing skills that will be used to create reports, presentations and recommendations to all levels within the Group.
- Must be able to work successfully with people from many different cultures.

Please complete this form as part of your application. It can be filled out interactively or printed out. Submit the completed form to us along with your CV using the upload button on the careers page of our website.

This information is collected for the purpose of assessing your suitability for employment at Thermosash Commercial Ltd and does not obligate the Company to engage the Applicant.

## 1. Personal Information

Family Name:

Given Name &  
Preferred Name:

Contact Address:

Post Code:

Country:

Day Phone  
Number:

Evening Phone  
Number:

## 2. Legal Work Status

Are you legally entitled to work in New Zealand?	Y	N
a. As a New Zealand Citizen?	Y	N
b. As a permanent resident of New Zealand?	Y	N
c. As a holder of a current work permit in New Zealand?	Y	N

## 3. General

Do you have any criminal convictions, not including any concealed under the Clean Slate Act?	Y	N
Do you have any legal proceedings against you pending?	Y	N
Do you have a current New Zealand Drivers Licence?	Y	N

#### 4. State the position/s you wish to be considered for

#### 5. Health

Do you have any health-related issues that may impact on your ability to perform the tasks of this job? If yes, please detail below.

Signature:

Full Name:

Date:

I acknowledge that the information I have supplied is true and correct.

Do you consent to the Company retaining the information contained in this application for further employment options in the future?

Y

N

This Application Form will be held for 12 months following submittal.