

Position Title	Human Resources Advisor (AU & NZ)		
Reports to	CEO	Location	Murarrie
Division	Group Operations	Company	Smithbridge Group

Overview

This Success Profile details the requirements for success and the conduct needed to uphold the role of Human Resources Advisor. This document is valid for 12 months and is intended to convey concisely the areas of focus and accountability for the year ahead, 2022/23.

At the core of success is understanding the purpose of your role, your circle of influence, the attributes needed to execute your role and the behaviours required. These are separate sections of this document and paint a picture of holistic performance and skills that will equip you to achieve your measurable objectives in 2022/23.

Role Purpose

The position of Human Resources Advisor reports directly to the Group CEO and supports the broader management team with guidance, coaching, administration and planning for all people related matters for the Group, Universal Cranes and Auckland Cranes.

Smithbridge Group operate under a decentralised HR model where people management and decisions are the responsibility of the Business Unit (BU) management team and direct manager. The Human Resources Advisor contributes to this model by ensuring the Group Guidelines, policies, tools, forms, templates, and systems are available to managers to facilitate consistency. In addition, the Human Resources Advisor provides coaching and guidance for managers to 'check-in' and get support on specific employment matters as they arise.

The Human Resources Advisor works closely with the Group CEO, BU General Managers and their Employee Experience colleagues in Smithbridge Guam to implement change and run projects across the Group.

You will exercise good judgment, confidentiality, and discernment in a variety of situations, with excellent written and verbal communication, administrative, and organisational skills, and the ability to maintain a realistic balance among multiple priorities. This is a multi-faceted role where you will be working on urgent and immediate tasks, through to long term change programs.

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Circle of Influence

To achieve success in this Human Resources Advisor role you must understand the commercial drivers of the businesses in the group, and the various employment conditions that exist. Thoughtfully demonstrating that understanding and interpreting that into Employee Experience framework and advice will establish connection with your Circle.

The Human Resources Advisor supports and strengthens the following internal and external relationships.

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • Group Managing Director • Group CEO • Universal Cranes Management • Guam Management • Auckland Cranes Management • Sister Companies owner / managers • EE BU Colleagues • Group Payroll • Group Executive Team (GET) • Group Marketing 	<ul style="list-style-type: none"> • Recruitment Partners • Employee Assistance Program (EAP) suppliers • UKG Support (Payroll, Timesheets and HRIS) • Workforce Positive, HR Strategy Partner • Footprints Market Research, Employee Survey Partner

Attributes

The Human Resources Advisor utilises and further develops the following attributes that create their pathway to success in the role.

- **Authenticity** – You are always true to yourself, even in the face of pressure from others.
- **Centred** – you have an inner composure and self-assurance, whatever the situation.
- **Change Agent** – You are constantly involved with change, advocating for change and making it happen.
- **Counterpoint** – You always bring a different viewpoint to others, whatever the situation or context.
- **Empowerer** – You create the conditions for people to grow and develop for themselves.
- **Incubator** – You love to think deeply about things, to arrive at the best conclusion.
- **Resilience** – You take hardships in your stride, recovering quickly and getting on with things again.
- **Strategic Awareness** – You pay attention to the wider context and bigger picture to inform your decisions.

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Values-led Culture

This section of your Success Profile is the requirement to uphold and role model the Smithbridge Group's Key Values. No achievement can be considered a success if we have not upheld our own standard of conduct. This belief is at the foundation of our business and is non-negotiable.

The Human Resources Advisor represents Smithbridge Group with positive influence and demonstrating behaviour and conduct that exemplifies the Key Values of Smithbridge Group. The Key Values were drafted by the Smith Family Council and form part of the Council's guidelines of engagement. Honouring the Key Values in day to day activities elevates Smithbridge Group's workplace culture and our business relationships.

Value	Fundamental Behaviours
Family	<ul style="list-style-type: none"> ● We care for each other and treat each other fairly and with respect. ● We are all equal and have access to the same opportunities. ● We highly value open and honest communication amongst the family. ● We acknowledge and respect each other's unique abilities to contribute to the family
Integrity	<ul style="list-style-type: none"> ● Being honest and transparent with each other, and honest in our dealing with others. ● Do what you said you were going to do. ● Put simply...doing the 'right thing'.
Passion	<ul style="list-style-type: none"> ● Being enthusiastic and having an unwavering commitment in whatever you pursue. ● Bringing a positive energy to the family business
Change for Growth	<ul style="list-style-type: none"> ● Being prepared to do things differently to advance the family and the business. (Entrepreneurship and Innovation) ● Embrace continual change for personal and professional growth.
Caring	<ul style="list-style-type: none"> ● We support our staff and the community around us. ● Generous with our time and resources to others.

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Priorities

You have the following key areas of responsibility:

- Employee Experience Framework
- Business Partnering
- People Related Administration
- People Systems
- Project Completion

Accountability Area	2022/23 Measurable Objectives
<p>Employee Experience Framework (Group)</p> <ul style="list-style-type: none"> ● Continually review and add value to the Employee Experience through a well resolved Framework that facilitates each stage of the employee lifecycle. ● Drafting, reviewing, and implementing Group Guidelines, policies, templates, and forms that supports team members and managers. ● Developing assets that contribute to the Employee Experience, including recruitment communication, onboarding support, Success Profiles for each role, employee recognition rituals and events, uniforms, and other tangible assets. 	<ul style="list-style-type: none"> ● Review all the available Employee Experience processes, Group Guidelines, policies, templates, and forms, and organise into the SIMS format and folder structure. ● Structure a 'punch list' of Group Guidelines, policies, templates, forms and Employee Experience assets for review or creation for approval and prioritise the continual improvement of the Employee Experience Framework. ● Support change management with Team Members and Management Team, educating the broader staff community on what is within the Employee Experience Framework, how to access and use the information available.
<p>Business Partnering (AU & NZ)</p> <ul style="list-style-type: none"> ● Provide coaching, guidance, and support to the managers that you are business partnering so that they can independently manage the Employee Experience responsibilities of their role in the decentralised model. ● Ensure managers are aware of the Employee Experience framework materials that are relevant to the situations they are managing. ● Find opportunities for managers to assist one another and share their experiences to create shared knowledge and a support network. 	<ul style="list-style-type: none"> ● Establish relationships with the Group CEO, Managing Director and GET, understand their drivers and team dynamics ● Set a meeting rhythm with each Group Executive and Manager that you are business partnering. ● Demonstrate responsiveness and support for your business partners in dealing with matters that arise and be proactive when planning ahead for change or opportunity. ● Training and licenses for the business' team are current.

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<ul style="list-style-type: none"> • Monitor training and licence expiries in systems and work with BU General Managers to book and schedule necessary appointments to keep required work skills current. 	
<p>People Related Administration (AU & NZ)</p> <ul style="list-style-type: none"> • Maintaining confidentiality and managing documents and information with discernment and professionalism. • Prepare employee related documentation, employment contracts, letters of offer, salary review letters, extended leave documentation, transfer and promotion documentation, to accurately detail and file team member appointments, movements and separations. • Set the onboarding program for new team members and establish their key check-in points, input key dates into the relevant manager's diary and ensure milestones are attended to, including probation reviews, Success Profile KPI setting, first quarter review etc. • Preparing recruitment related materials, employee attraction campaigns, selection processes and offer processes to facilitate engaging, values-aligned recruitment. • Maintain files within the SIMS systems and operate at an expert level to maintain the integrity of the system and files within. • Preparing and updating processes for your work, keeping up to date procedures for all processes within your role. 	<ul style="list-style-type: none"> • Documents are accurate and prepared on time, in line with brand guidelines and professional HR standards. • MS Office suite is utilised to its best advantage. • Business filing systems and databases are maintained with version control and appropriate security access. • There is a complete and up to date set of work procedures for the role of Human Resources Advisor.
<p>People Systems (Group)</p> <ul style="list-style-type: none"> • Utilise the UKG system to manage people related administration in a paperless environment. • Prepare and update user support materials for people related systems, 	<ul style="list-style-type: none"> • UKG is configured and utilised to its fullest potential to streamline and make paperless people related administration as much as practical.

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<p>troubleshooting FAQs and making resources accessible for a user-friendly experience.</p> <ul style="list-style-type: none"> ● Maintain files within the systems and operate at an expert level to maintain the integrity of the system and files within. 	<ul style="list-style-type: none"> ● UKG support materials and FAQs are available to team members to support the change management process of UKG implementation.
<p>Project Completion (AU & NZ)</p> <ul style="list-style-type: none"> ● Set an Annual Employee Experience Projects work plan, for example May Remuneration Review, June Performance Reviews, Quarterly One to One Schedules, August Employee Survey. ● Prepare project plans and manage through to implementation projects and tasks relating to the strategic plan, operational needs or to progress outcomes of the Employee Survey. ● Liaising with professional services and other suppliers to ensure project matters are complete and all necessary files are prepared. 	<ul style="list-style-type: none"> ● Projects and tasks are completed to a 'completer/finisher' standard with change management initiatives also implemented to ensure take-up of new processes/resources or systems. ● Reports and recommendations based on current business insights are prepared to inform the GET and Group Advisory Board on a periodic basis. ● Projects and tasks are managed seamlessly.

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