



People and Culture Advisor

Welcome to Cater Plus, an organisation of dedicated catering specialists committed to delivering the highest quality food service experience in the industry.

Excellent service is our highest priority, and we work hard to deliver catering solutions that are innovative, reliable, and cost effective. From managing onsite café's providing catering for corporate functions, or designing custom menus for staff, residents, patients or guests, Cater Plus have the passion and experience to improve food service efficiencies and deliver superior solutions which can include a range of plus services

You will be joining an organisation where staff are encouraged, supported and given opportunities to develop their skills, as we get the job done and get it done well, challenge ourselves to improve, and work together, value and support each other.

We look forward to your contribution to the best food service in New Zealand!

LOCATION	This is a national role based in the Hamilton Hub. Cater Plus is a multi-site organisation, and you will be required to work across sites as required to meet operational needs and the responsibilities of the position.		
TEAM	People and Culture Team	REPORT TO	People and Culture Manager
REMUNERATION	Refer to IEA	DIRECT REPORTS	nil
TENURE	Permanent Full Time	HOURS	40 hours per week
AUTHORITIES	To work within the budget and authorisations provided		
HEALTH AND SAFETY	Together we foster a proactive safety culture that encourages everyone to take personal responsibility for the Health & Safety, Food Safety and wellbeing of people undertaking or supporting Cater Plus's work. We achieve this by: <ul style="list-style-type: none">• Prioritising the Health and Safety of everyone we work with.• Prioritising Food Safety in all aspects of our roles.• Complying with Cater Plus Health and Safety Policies, Systems and processes - and those of the sites we work on.• Actively promoting and being involved in Health and Safety and Food Safety awareness initiatives.• Initiating actions to improve the Health & Safety, Food Safety and wellbeing across or organisation.		
FUNCTIONAL RELATIONSHIPS	Internal SLT Operations Managers Support Office Staff All staff	External Cater Plus clients Agencies relevant to position	

Initials	Initials
----------	----------

OUR PURPOSE Together we support Founder and Owner, Paul Hodge in establishing Cater Plus as a industry leading food service provider across Aotearoa. This is achieved by championing a **Passion for Food** and **Excellence in Service**, while also ensuring a primary focus on responsible, ethical and sustainable practices for our people, customers, business partners and communities.

ROLE PURPOSE

The People & Culture Advisor will proactively provide sound advice and support to the Senior Leadership Team (SLT) and their management teams across a range of HR functions including recruitment, induction, performance development, retention, culture and engagement, and events. This is an integral role positioned to ensure, we meet our commitment to maximising the potential of our people, within a culture that promotes a healthy and happy workplace.

The P&C team are entrusted to promote and foster a positive engaged workforce and build on the already strong reputation Cater Plus has as 'a great place to work'.

EXPECTED OUTCOMES & KEY TASKS	
Technical	<ul style="list-style-type: none"> • Partner with General and Operations Managers to develop and maintain in-depth understanding of your allocated Group(s); their business objectives, challenges, risks and people related needs • Ensure timely, consistent coaching, advice and support is provided on aspects of HR to our leaders and people. This includes recruitment, induction, employment relationships, remuneration, recognition and reward, culture and engagement. • Maintain awareness of current, pending and new legislative developments related to employment. • Monitor and report on key people metrics and trends • Provide support including preparing documentation, collating feedback and creating reports. • Prepare documentation in an accurate and timely way, and ensure appropriate records are retained to meet company and legislative requirements. • Handle confidential or sensitive information or issues with tact and in a professional manner. • Bring constant awareness to our culture, values and sharing who we are (Our Story) • Promote equality and diversity as part of our culture in every-thing we do • Up-skill and develop leaders, encouraging a culture of accountability, trust and self-sufficiency • Create, support and encourage the delivery of high-quality Culture and Engagement events and activities across all regions • Ensuring compliance and commitment to all Cater Plus policies and procedures and legislative obligations. • Striving for continuous improvement and development of systems, procedures and services to ensure Cater Plus maintains and develops its position as a leading provider of food service. • Promote and role model the values and goals of Cater Plus including good employer principles and practices and expected high standards of integrity, ethics and behaviour. • Work collaboratively with other members of the P&C team.
Interpersonal Relationships	<ul style="list-style-type: none"> • Development and maintenance of a sound working relationships with Cater Plus team members is a critical success measure • Imparting and displaying high levels of personal conduct, integrity and motivational skills

Initials	Initials
----------	----------

	<ul style="list-style-type: none"> Helping to ensure there is a positive environment in which people are motivated, innovative and contributing to effective change Building mutual trust, and treating people with respect and dignity
Cater Plus Culture	<ul style="list-style-type: none"> Ensuring currency and demonstrating understanding and commitment to Cater Plus vision, strategies, priorities and values. Actively promoting and supporting inclusion and diversity within our culture Through awareness of, and actively promoting and embracing, the Cater Plus Foundation and associated community work. Actively contributing to a fluid communication culture which focuses on opportunities for improvement. Ensuring continued professional development Promoting a collaborative working environment Ensuring the provision of excellent customer service and promoting a client service culture
Financial and Resource Management	<ul style="list-style-type: none"> Ensuring the hiring of suitable talent within budget Minimise business risk by ensuring compliance with legislation and internal policies and procedures Costs that are deemed non recoverable have appropriate approval from the PPC Lead.
Knowledge and Skills	<p>This position is for someone with a successful track record in providing HR support and advice within a collaborative team environment.</p> <p>This role sets the tone, so your attitude is critical to success. If you are an experienced HR Generalist with a true passion for people and you.</p> <ul style="list-style-type: none"> Build strong and trusting relationships Have a natural ability to engage with a diverse group of people Possess exceptional interpersonal and communication skills Have a good sense of humour and live on the bright side of life Spot a dot a mile away – incredible attention to detail Find risk before it becomes a problem Can keep your finger on the pulse while dealing with various tasks Can problem solve and be solution driven. Above all, like people and want to make a true difference Have a strong track record of acting as a trusted advisor Bring a commitment to coaching and developing others <p>Then you have what it takes to become a valued member of the Cater Plus P&C team.</p>

Initials	Initials
----------	----------