Dairy HR Director

Dairy leadership and board

Job title	Dairy HR Director
Department	Dairy leadership and board
Reports to	Chief Executive Officer
Direct reports	HR Business Partners, Head of Reward, Head of Talent and Learning, Employee Relations Manager and HR Operations Manager
Location	*[To be confirmed by the employer]*
Contract type	*[Permanent / fixed-term / other]*
Salary and benefits	*[To be confirmed by the employer]*

Job purpose

Leads the people strategy for a dairy business with farm and factory workforces. Makes sure the business can attract, develop and keep the people it needs in a sector facing skills shortages, while building a strong health and safety culture and good employee relations. Advises the Chief Executive and executive team on organisation, culture, reward and workforce risk.

Key responsibilities

People strategy and organisation

- Develop the people strategy in line with the business plan and agree it with the executive team
- Design organisation structures that support safe, efficient farm and factory operations
- Plan workforce needs for seasonal milk peaks, new plants and changes in technology
- Report people measures and workforce risks to the executive team and the Board

Recruitment, skills and development

- Tackle skills shortages in roles such as herd staff, maintenance engineers, food technologists and drivers
- Build links with colleges, universities and training providers, and grow apprenticeship and graduate schemes
- Make recruitment fair, consistent and free from discrimination
- Develop supervisors and leaders at every level, with clear career paths from the farm and factory floor
- Make sure seasonal and agency workers are recruited lawfully and treated fairly

Shift patterns, working time and wellbeing

- Design shift patterns and rotas that safely cover round-the-clock processing and daily milking
- Keep working hours, rest breaks and fatigue risk within the law and good practice
- Provide wellbeing and mental health support suited to rural and shift-based workers
- Make sure any accommodation provided to farm staff is safe and of a good standard

Health and safety culture

- Work with operations leaders to build a culture where everyone takes responsibility for safety

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- Make sure safety inductions, training and competence records are complete and up to date
- Support investigations into serious incidents and help apply the lessons learned
- Promote safe behaviour around livestock, machinery, vehicles, chemicals and confined spaces

Employee relations and reward

- Lead relationships with employees, trade unions and works councils where recognised
- Lead pay negotiations and collective bargaining within limits agreed with the executive team
- Design pay, benefits and incentives that are fair, competitive and affordable
- Make sure HR policies comply with employment law in each country of operation
- Handle complex disciplinary, grievance and restructuring cases fairly and consistently

Leadership and governance

- Lead and develop the HR team and improve HR systems and data
- Support the remuneration and nomination committees on executive pay and succession
- Promote an inclusive culture where everyone is treated with dignity and respect

Qualifications and experience

Essential

- Senior HR leadership experience in a manufacturing, food, agricultural or similar multi-site business
- Strong knowledge of employment law and good employment practice
- Experience of leading employee relations, including negotiations with employee representatives
- Track record of tackling skills shortages and building talent pipelines
- Experience of supporting health and safety culture change
- Experience of advising executives and Board committees

Desirable

- Membership of a recognised professional HR body
- Experience in dairy farming or food processing
- Experience of shift-based and seasonal workforces
- Experience of managing HR in more than one country

Skills and attributes

- Employee relations and negotiation
- Strategic workforce planning
- Coaching and influencing senior leaders
- Sound judgement on sensitive people issues
- Data analysis and reporting
- Clear communication with people at every level
- Leading change

Measures of success

- Employee turnover and vacancy fill rates, especially in hard-to-fill roles
- Time to hire and cost per hire
- Lost-time injury rate and completion of safety training
- Absence rates and employee engagement scores

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- Number of grievances, disputes and employment claims
- Internal promotion rate and succession cover for critical roles

Working conditions and safety

Based at head office with regular visits to farms, plants and depots, including during night and weekend shifts. Some travel and out-of-hours work is needed for negotiations and serious incidents.

- Lead by example on health, safety, food safety and animal welfare
- Uphold the code of conduct and all legal and compliance requirements
- Raise concerns and report incidents promptly

This job description outlines the main duties of the role. It is not a complete list, and the employer may update it as the business changes, in consultation with the jobholder.

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