

National Manager – HR Business Partnering

Reports to:	Chief People and Transformation Officer	Position Status:	Permanent
Unit:	People and Transformation	Location:	To be agreed
Direct Reports:	4	Budget & Delegated Authority:	Refer DFA policy
Career Step:		Job Family:	
Career Path:		Date:	October 2025

Purpose

The National Manager – HR Business Partnering leads a high-performing team that acts as a strategic conduit between the People and Transformation (P&T) unit and the wider organisation. In collaboration with the P&T Lead team, this position ensures people strategies are aligned with organisational priorities by partnering closely with leaders and teams to understand business needs to deliver tailored, impactful HR solutions.

Through effective leadership of the HR Business Partnering team as well as maintaining a Business Partner portfolio of leaders, this role ensures the support and coaching of leaders across the organisation to build high performance teams, enhances the employee experience, and drives continuous improvement. It also ensures consistency and compliance across all HR functions, including employment relations and industrial relations, fostering a fair, constructive, and legally sound workplace environment.

Position Priorities and Responsibilities

- Champion the delivery of a solutions-oriented HR partnering model that cultivates trusted advisor relationships with leaders, drives measurable organisational outcomes, and accelerates transformation and performance across the organisation.
- In addition to leading the national partnering function, the Manager holds a portfolio of senior leaders, providing direct support and coaching to enable effective people leadership and strategic workforce outcomes.
- Provide leadership and strategic oversight of employment relations, including performance, conduct, and capability matters.
- Lead union engagement and shape the organisation's industrial relations strategy, fostering constructive, future-focused relationships while ensuring full compliance with legislative frameworks and organisational imperatives.
- Lead the consolidation of the Collective Employment Agreements (CEAs) inherited from predecessor entities, working closely with the P&T Lead team to ensure employment frameworks align seamlessly with organisational values, legal obligations, and operational priorities. This

collaborative approach will enable the creation of a unified and future-ready workforce.

- Empower and guide the HR partnering team to influence and embed the desired organisational culture, leveraging workforce analytics and employee insights to enhance engagement, build leadership capability, and support transformation.
- Collaborate cross-functionally with Organisational Development, People Operations and Systems teams to ensure strategic alignment and oversight across the entire employee lifecycle—from recruitment, onboarding through to exit—delivering a consistent, inclusive, and high-impact employee experience.
- Equip and enable leaders across the organisation to manage people matters with confidence and consistency, providing expert guidance, strategic coaching, and fit-for-purpose tools that align with organisational strategy, values, and risk frameworks.
- Act as a critical conduit between the People and Transformation function and the wider organisation, ensuring people strategies are integrated with business priorities and translated into actionable, high-impact initiatives.
- Ensure HR partnering practices uphold the highest standards of legal, ethical, and organisational compliance, proactively identifying and mitigating people-related risks while contributing to a culture of accountability and continuous improvement.

Health, Safety and Wellbeing

- Champion a proactive HSW culture within the team by promoting best practices, encouraging open communication, and supporting continuous improvement initiatives.
- Ensure team members understand and implement HSW responsibilities.
- Support incident investigations and ensure timely response and implementation of corrective actions.
- Complete leadership activities such as safety conversations and review of critical risk activities.

Leadership Expectations

A leader at Earth Sciences New Zealand empowers and enables their teams for success—equipping people to deliver on our goals and foster a strong, positive culture. This includes:

- **Strategic Leadership:** Thinks ahead, communicates a compelling vision, influences change, and engages their teams around shared goals.
- **Systems Thinking:** Enhances organisational and system-wide performance through collaboration, innovation, and meaningful stakeholder engagement.
- **Adaptive Leadership:** Demonstrates curiosity, courage, resilience, inclusivity, and self-awareness, while navigating complexity with integrity. Shows agility by adapting to change, learning continuously, and responding effectively to evolving challenges and opportunities.
- **Capability Development:** Builds high-performing teams by developing others, strengthening capability, and fostering a culture of continuous improvement.
- **Performance and Accountability:** Delivers ambitious outcomes by setting clear priorities, managing resources effectively, and empowering others to succeed.

Responsibilities of all Employees

- Comply with all Earth Sciences NZ's policies, procedures and frameworks, and act in line with the

organisational values.

- Contribute to our healthy and safe workplace by following Health, Safety and Wellbeing (HSW) expectations outlined in and integrated into our operational practices and HSW Frameworks, including undertaking HSW training and participating in health monitoring programmes relevant to your work.
- Work effectively as a team member by fostering good relationships and supporting others by providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the organisation and its environment evolves.

Key Working Relationships

Internal	External
• Executive Leadership Team • Leaders • All staff	• Union representatives • MBIE (mediators) • Employment lawyers • Independent consultants • Employee welfare providers • Remuneration specialists • Professional entities • Other PRO Managers with similar responsibilities.

Person Specification

Qualifications and Experience

Essential

- Tertiary qualification in Human Resources, Business, or a related discipline, or equivalent experience.

Desirable

- Postgraduate qualification or professional certification in HR, employment relations, or organisational development.

Skills, Knowledge and Attributes

- Proven experience in senior HR leadership roles, ideally within complex or unionised environments.
- Strong understanding of New Zealand employment law, industrial relations frameworks, and HR best practices, including collective bargaining, dispute resolution, and union engagement.
- Ability to align people strategies with organisational goals and lead large-scale change initiatives.
- Business Partnering expertise, demonstrated success in building strong relationships with senior leaders and delivering tailored HR solutions.
- Skilled in coaching senior leaders and influencing at executive levels.
- Experience leading and developing high-performing HR teams.

- Strong capability in driving and embedding organisational change.
- Ability to interpret data and insights to inform decision-making and continuous improvement.
- Excellent written and verbal communication skills, with the ability to convey complex information clearly.
- Resilience & Adaptability – Comfortable working in dynamic environments and managing competing priorities.