

People Transformation Partner

Reports to:	People Transformation Lead	Position Status:	Fixed Term (24 months)
Unit:	People & Transformation	Location:	Wellington/Auckland/Hamilton
Department:	Transformation & Change	Team:	Transformation & Change
Direct Reports:	Nil	Budget & Delegated Authority:	Refer to Delegated Financial Authority Policy
Career Path:	Corporate	Date:	July 2026

Role Purpose

The People Transformation Partner supports the delivery of priority People & Culture transformation initiatives that enable the successful integration of multiple legacy organisations into Earth Sciences NZ. Working closely with the People Transformation Lead and wider People & Transformation (P&T) team, the role partners with business leaders, employees, unions and the wider P&T team to implement people frameworks, processes and change activities that support the creation of a cohesive, high-performing organisation.

The role leverages strong strategic partnering, stakeholder management and transformation delivery and change experience to ensure transformation initiatives are practical, well-executed and embedded successfully across the organisation.

Position Priorities and Responsibilities

Transformation Delivery

- Plan and deliver People transformation initiatives.
- Translate agreed people frameworks, policies and decisions into practical implementation plans and activities.
- Manage workplans, milestones, risks, dependencies and deliverables across transformation initiatives.

Change Management & Adoption

- Support organisational design activities.
- Conduct current-state assessments, including process analysis, workflow mapping and identification of improvement opportunities to inform future-state design.
- Support future-state design activities including process, capability, workforce and operating model considerations.
- Apply people-centred change approaches to maximise adoption and minimise disruption.
- Assess and track organisational readiness, ensuring leaders and employees are prepared for transition.

- Monitor change adoption and implementation effectiveness, recommending improvements where required.

Consultation & Engagement

- Lead consultation activities, including planning, documentation and implementation.
- Prepare consultation materials, communications and supporting documentation.
- Analyse consultation and employee feedback, protecting employee wellbeing through good practice, providing insights to inform decisions and implementation.
- Support effective engagement with employees, unions and representative groups throughout transformation activities.

Governance & Reporting

- Monitor and report on progress, risks, issues and outcomes across assigned initiatives.
- Maintain project documentation, action plans, decision logs and governance records.
- Identify and mitigate delivery risks, escalating issues where required.
- Ensure activities meet organisational, legal, compliance and governance requirements.

Continuous Improvement

- Contribute to the continuous improvement of transformation approaches, processes and employee experiences.
- Collaborate across programmes and teams to manage interdependencies and support successful delivery.
- Support transition, handover and embedding activities to ensure sustainable change outcomes.

Responsibilities of all Employees

- Comply with all Earth Sciences New Zealand policies, procedures and frameworks, and act in line with the organisational values.
- Contribute to our healthy and safe workplace by following HSW expectations outlined in and integrated into our operational practises 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, 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
• P&T Lead Team, P&T team members, Executive Leadership Team, senior leaders, all staff, PSA	• External stakeholders, e.g., MBIE, funders, partners

Person Specification

Qualifications and Experience

Essential

- Demonstrated experience delivering organisational change, transformation or workforce initiatives in complex environments.
- Experience developing and implementing change plans, including impact assessments, stakeholder engagement, readiness and adoption activities.
- Proven project delivery experience, including managing plans, milestones, risks, dependencies and outcomes.
- Experience supporting consultation, communication and engagement activities through periods of organisational change.

Desirable

- Experience working in unionised environments and supporting formal consultation processes.
- Relevant qualifications or certifications in change management, project management, human resources, organisational development or a related discipline.

Skills, Knowledge and Attributes

Key to Success

Success in this role comes from being a collaborative, practical and hands-on team member who is willing to pitch in wherever needed. You'll build positive relationships, adapt to changing priorities, and contribute to a supportive team culture while staying focused on delivering great outcomes for the organisation and the wider team.