

Job Title:	People and Projects Advisor
Function:	People and Capability
Reports to:	Senior People and Projects Partner
Last review date:	April 2026

He huanui oranga mo ngā mokopuna whakatipuranga roto i ngā hapori heke iho, heke iho -
Setting the path of wellness in our communities for the early years, for generations to come.

Whānau Āwhina Plunket – who we are and what we are about

Whānau Āwhina Plunket is a charity organisation and the largest service supporting the health and wellbeing of tamariki under-five and their whānau in Aotearoa. We're proud to visit over 80% of all newborn babies in Aotearoa and to support pēpē, tamariki and their whānau.

We aim to be a cohesive and effective national organisation grounded in evidence and best practice, with the needs of New Zealand whānau and families at the centre of everything we do.

Our Whānau Āwhina Plunket Goals are:

Pae Ora: Healthy Futures:

- **Mauri Ora:** Healthy babies and children
- **Whānau Ora:** Healthy confident families
- **Wai Ora:** Healthy environments and connected communities

We are on a pro-equity journey where we strive to give life to Te Tiriti o Waitangi principles of Tino Rangatiratanga, partnership, active protection, equity and options in our mahi/work to ensure healthy tamariki, confident whānau and connected communities.

Whānau Āwhina Plunket Values

In this role you will be expected to operate in a way that embodies and demonstrates Whānau Āwhina Plunket values as follows:

- **Māia** – to be courageous and lean into discomfort and challenge as we walk the path of pro-equity
- **Tūhono** – to connect and stand in relationship in calm and safe spaces (āhuru Mōwai)
- **Manaaki** – to care, love, nurture, support and mana enhancing. Respects mana atua, mana tīpuna, mana whenua, mana tangata
- **Māhaki** – to be humble as we share our knowledge experience to understand and learn from each other and foster trust

Overview of the People and Culture Function

People and Culture encompasses the broad functions of:

- Business partnering - to design, develop and implement strategies that will attract, engage, and retain employees, building a cohesive and productive workforce where our people are culturally competent and feel supported to deliver on our pro-equity goals.
- Shared services - to provide operational HR expertise and accountability and improve business practices through the development and delivery of systems and processes.
- Education – to support clinical education and learning for the health workforce, along with delivering education to all staff on equity, leadership and other core professional development initiatives, through the delivery of education resources, programmes and frameworks.
- OD and Learning – to support the growth and development of our people across Whānau Āwhina Plunket. We partner with individuals, teams, and leaders to build capability, foster a positive workplace culture, and enable meaningful change.
- Communications - to provide strategies for internal and external communications, stakeholder engagement and digital/social media plans and tactics and deliver communication support, advice and leadership to the Chief Executive and Executive Leadership Team and across the business.

Purpose of the Position

The purpose of this role is to provide high-quality operational People and Culture advice, project coordination and implementation support that contributes to the delivery of the People workplan and organisational priorities.

This role supports the Senior People and Projects Partner by progressing operational priorities, coordinating people initiatives and projects, providing advice and support to leaders on day-to-day people matters, and contributing to the delivery of strategic people initiatives. The role also contributes to building leadership capability, strengthening people practices, supporting employment relations processes, and advancing pro-equity and culturally responsive approaches across the organisation.

Through trusted advice, effective coordination and collaborative support, the role contributes to positive people outcomes, continuous improvement and the delivery of a high-performing, values-led People and Culture function.

Key Dimensions of the Position

Delegations: The position’s full delegations are set out in the Schedule of Delegations and may be amended from time to time.

Functional relationships: *To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:*

Internal:

- People and Capability Team
- Communications Team

External:

- Suppliers
- People Service providers/consultants

- Finance Team
- Regional Administration employees
- People managers at local, regional and national level
- Union representatives
- Legal representatives
- Te Uru Tangata

Key accountabilities

People Initiatives and Project Support

- Support the implementation of the People Workplan through coordination, planning and delivery of agreed initiatives and projects.
- Contribute to the development and maintenance of project plans, timelines, documentation and reporting to support effective delivery of people initiatives.
- Monitor progress against initiative milestones, identify risks or issues, and escalate to Senior People and Projects Partner.
- Provide operational support for the delivery and embedding of people initiatives, including supporting consultation, implementation activities, communications and evaluation.
- Gather, analyse and present workforce data, insights and metrics to support project decision-making, reporting and progress monitoring.
- Assist with preparing papers, briefings, presentations and documentation for leadership and project-related approvals.
- Support continuous improvement activities by identifying opportunities to improve processes, tools and ways of working.
- Contribute to the coordination of cross-functional people projects and initiatives, ensuring actions are tracked and delivered.
- Create, update and maintain intranet pages for people projects as required.

Employment Relations and Industrial Relations Support

- Provide advice and support across employment relations matters, ensuring consistency, compliance and effective risk management.
- Support performance and less-complex disciplinary processes, including documentation, correspondence, process guidance and coordination of actions.
- Assist with maintaining constructive relationships with staff, delegates and union representatives through responsive and professional engagement.
- Support collective bargaining and industrial processes as required.
- Contribute to proactive initiatives that strengthen people management capability and reduce employment risk.

Portfolio and Stakeholder Relationship Management

- Support the Senior People and Project Partner to deliver effective, portfolio-based HR advice and support aligned to organisational priorities.
- Build and maintain strong, credible relationships with assigned portfolios and key stakeholders by understanding business needs, challenges, and priorities.
- Collaborate across People Services and wider organisational teams to ensure alignment and integration of People initiatives with broader organisational goals.

- Influence and challenge thinking constructively, including leading respectful and robust conversations to achieve positive organisational outcomes.
- Support People Leaders through coaching, facilitation, and practical advice to build capability, confidence, and effective people management practices while minimising risk.
- Actively seek feedback and reflect on service delivery to continuously improve stakeholder relationships and outcomes.

Pro-Equity and Cultural Responsiveness

- Support the integration of pro-equity approaches and Te Tiriti o Waitangi principles into people processes, practices and initiatives.
- Contribute to initiatives that promote inclusion, cultural responsiveness and equitable outcomes for kaimahi.
- Apply culturally appropriate practices in day-to-day work and support leaders to do the same.
- Support activities that strengthen internal cultural capability and contribute to organisational diversity and inclusion goals.
- Identify opportunities to reduce barriers, stigma or discriminatory practices within systems and processes, escalating opportunities for improvement.
- Role model organisational values and contribute to fostering a culture of continuous improvement, inclusion and respect.

Health & Safety

- Manage own personal health and safety, and take appropriate action to deal with workplace hazards, accidents and incidents,
- Always ensure own and others' safety and observe health and safety practices in all workplace activities,
- Understand the responsibility individuals and their manager play in health and safety,
- Team training is up-to-date, and all team members can demonstrate actions in an emergency that are specific to the workplace and are designed to keep individuals safe,
- Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting,
- Identify and report all incidents, accidents, and near misses in accordance with policy.

Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time-to-time assigned following consultation.

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Plunket's Performance and development programmes.

Person Specification

Qualifications and Background

The People Advisor will ideally possess the following technical skills/knowledge and personal attributes:

- Minimum of 4+ years HR experience, preferably in medium-large organisation like Whānau Āwhina Plunket

- A relevant tertiary qualification in HR or related discipline is desirable.
- An understanding of current Employment legislation and its application.

Experience

- Demonstrated ability to coach and support managers in effectively managing people and employment relations matters.
- Strong working knowledge of employment and health and safety legislation, along with HR practices, policies, and procedures.
- Experience providing practical advice and support to leaders on a range of people matters, including employment relations, policy interpretation and people processes.
- Experience supporting the delivery of projects, initiatives or work programmes, including planning, coordination, implementation and monitoring progress.
- Experience using data, insights and workforce information to support analysis, reporting and informed recommendations.
- Experience preparing formal documentation for a variety of audiences.
- Sound knowledge and experience across the full employee lifecycle.
- Experience working in a unionised environment is desirable.
- Experience supporting or applying pro-equity, inclusion or culturally responsive practices is desirable.

Skills

- Ability to support leaders to apply people policies, processes and good people management practices.
- Ability to identify issues, exercise sound judgement and escalate complex matters appropriately.
- Strong coordination and organisational skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to support the delivery of projects and initiatives through effective planning, tracking and follow-through.
- Strong attention to detail, including the ability to produce high-quality documentation and maintain accuracy.
- Ability to identify opportunities for process improvement and contribute to practical solutions.
- Strong verbal communication and interpersonal skills, with the ability to build credibility and effective working relationships.
- Strong problem-solving skills, including the ability to identify risks, analyse options and support practical solutions.

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

People and Projects Advisor

Date

People Services & Systems Manager

Date

