

Job Title:	People Business Partner
Function:	People and Culture
Reports to:	Head of People
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.
- OD&L - supporting the growth and development of our people across Whānau Āwhina Plunket through partnering with individuals, teams, and leaders to build capability, foster a positive workplace culture, and enable meaningful change.
- 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.
- 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 People Business Partner is accountable for developing and maintaining an effective business partnership between the People and Culture function and the services and/or portfolios the position supports. This involves investing in key relationships with customers to ensure their needs inform the overall P&C work plan.

The People Business Partner is a 'hands-on' role which provides support across the organisation, ensuring an impactful and relevant service offering and that our customers (internal and external) are at the heart of everything we do.

The People Business Partner works with leaders to deliver practical, values-led people solutions that build team capability, strengthen culture, and support kaimahi to achieve positive outcomes for tamariki and whānau. This includes employment relations support, attraction/recruitment, workforce planning, retention and engagement initiatives and supporting new ways of working and driving change. A high degree of collaboration is required to ensure a seamless and integrated service offering from People and Culture across the organisation.

Key Dimensions of the Position

Responsible for:	Nil
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:

- Senior Management team
- Managers and kaimahi in all business units
- Ngā Pou Hihiri
- Volunteers
- Contractors

External:

- New Zealand Nurses Organisation;
- HR service providers, including EAP

Key accountabilities

Strategy and Business Planning

- Partner with leaders to translate organisational strategies into aligned people plans, ensuring workforce capability supports delivery of priorities
- Contribute to business planning processes, providing people insights and advice to inform workforce, structure and capability decisions
- Support leaders to identify current and future workforce needs, including capability, capacity and succession considerations
- Use people data and insights (e.g. turnover, engagement, workforce trends) to inform planning, identify risks, and support evidence-based decision-making
- Align people initiatives with organisational priorities, ensuring a consistent and integrated approach across teams and services
- Support the implementation of strategic workforce initiatives, ensuring plans are practical, achievable and embedded at a team level
- Identify and escalate people-related risks and opportunities that may impact delivery of business plans
- Contribute to continuous improvement of people planning processes, tools and frameworks Business Partnering Services
- Partner with leaders to develop practical and pragmatic business focussed people solutions that demonstrate a deep understanding of the organisation and the strategic issues it faces
- Coach Managers to resolve people issues in a way that aligns with Whānau Āwhina Plunket's values and culture
- Proactively analyse trends, recognise patterns and draw linkages to address the root cause of problems so as to prevent recurrence
- Develop a deep understanding of the business so as to be an integral and trusted advisor for senior managers as they develop business strategies and processes to meet changing customer needs
- Engage in productive and focussed dialogue with leaders to provide credible advice based on an understanding of the underlying issues
- Use curiosity to challenge status quo, seek to understand, proactively look for opportunities to improve processes and practices and identify what needs to be done without waiting to be asked

Employment Relations

- Provide accurate advice on ER issues, ensuring a consistent approach and mitigation of risk
- Assess the probability and potential impact of risk to the organisation to inform the decision-making process on options for resolving people issues
- Drive an ER partnership model in which line managers take the lead on issues management, whilst providing exemplary advice and support
- Collaborate across the People and Culture team on strategies to improve proactive people management practices across the organisation
- Maintain a constructive, highly engaged relationship with kaimahi and the union

Leadership & Culture

- Support Whānau Āwhina Plunket's pro-equity aspirations by role-modelling the conditions required to make pro-equity approaches and actions the norm for the organisation
- Participate in working groups and projects as appropriate
- Contribute to team goals and assist others to meet organisational goals and objectives
- Demonstrate organisational leadership by being a positive agent of change, actively embracing Whānau Āwhina Plunket values and role modelling the desired culture and ways of working.

Pro- Equity and Cultural Responsiveness

- Work in partnership across Whānau Āwhina Plunket to promote and champion diversity
- Enhance understanding on inclusion issues and embed Te Tiriti o Waitangi principles/Pro Equity into policy, process, and practice
- Support Whānau Āwhina Plunket to deliver on Strategic priorities, by:
 - o Demonstrating organisational values Māia, Māhaki, Tūhono and Manaaki
 - o Strengthening internal cultural capability and supporting progression of Māori into leadership roles
- Ensuring functions are positioned, resourced, and supported to promote human rights and manage discriminatory thinking and behaviours.
- Leading and role modelling culturally appropriate practices
- Understanding and actively managing opportunities to reduce stigma and discrimination within teams. Embedding and fostering a culture of continuous improvement in all aspects of culture and inclusion

Health & Safety

- Manage own personal health and safety, and take appropriate action to deal with workplace hazards, accidents and incidents
- Ensure own and others' safety at all times and observe health and safety practices in all workplace activities
- Understand the responsibility individuals and managers play in health and safety
- Individual training is up-to-date and you 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

Position Description and 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

- Relevant tertiary qualification (ideally HR, Commerce, Psychology) or equivalent experience
- 2+ years’ experience in an HR role partnering with a Senior Leadership Team preferably in a medium-large organisation similar to Whānau Āwhina Plunket
- ER experience is required, ideally working in unionised environments

Skills and Experience

- An unequivocal commitment to respecting the rights and supporting those in need, particularly Māori and Pacific peoples
- A willingness to develop, coach and support staff to ensure their skill/knowledge base continues to grow
- A genuine commitment to Whānau Āwhina Plunket values, kaupapa and Te Tiriti o Waitangi.
- Experience operating within a business partnering framework
- Track record of building strong partnerships with leaders and coaching leaders to develop and enhance their skills and experience in people leadership
- Proven success as an HR professional with sound knowledge and experience across the HR generalist remit
- Comfortable operating in a fluid and evolving environment.
- Successfully applying Project Management skills - including establishing plans, leading small projects and achieving agreed outcomes in complex situations, and ability to manage multiple tasks and conflicting priorities.
- Able to use their initiative to effectively plan work, and also knowing when to seek support and guidance.
- Confident in analysing data and using the insights gained to make effective recommendations and decisions
- Exceptional customer focus and ability to build and maintain relationships with stakeholders.
- In-depth experience of management issues (people, resources, systems and processes)
- A deep understanding of employment legislation.
- Results focused with the ability to work to tight deadlines.

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

People Business Partner

Date

Head of People

Date