

Job Title:	Senior People and Projects 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.
- 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&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.
- 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 Senior People and Projects Partner is accountable for building and maintaining effective, trusted partnerships between the People and Culture function and the services and/or portfolios they support, ensuring business needs inform and shape the overall People and Culture workplan. This is a senior, hands-on role that provides strategic and operational people support across the organisation, ensuring a relevant, responsive and high-impact service with kaimahi and leaders at the centre of everything we do.

In addition to core business partnering, the role collaborates with leaders across the People and Culture function in the design and delivery of strategic people projects and initiatives, translating the People and Culture Strategy into practical, measurable outcomes. This includes driving organisation-wide initiatives, supporting new ways of working, and leading change that strengthens organisational capability, culture and performance.

The role works closely with leaders to develop and implement aligned talent strategies—including attraction, workforce planning, retention and engagement—and collaborates across the People and Culture function to ensure a seamless, integrated service across organisational development, learning and development, and recruitment.

Key Dimensions of the Position

Responsible for: People and Projects Advisor (x1)

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:

- ELT and 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
- Te Uru Tāngata

Key accountabilities

Strategic People Initiatives

- Contribute to the development of Whānau Āwhina Plunket's People Workplan ensuring alignment to strategic priorities.
- Ensure people initiatives are clearly linked to business outcomes and future capability needs.
- Sequence and prioritise initiatives to ensure realistic and sustainable delivery.
- Monitor progress against the workplan, adjusting as required to respond to changing needs.
- Drive the implementation of people initiatives, ensuring plans are delivered effectively and on time and are embedded and deliver intended outcomes.
- Establish clear success measures for people initiatives and track progress against them.
- Use data and insights (e.g. engagement, turnover, workforce metrics) to inform planning and decision-making.
- Provide regular reporting and insights to leaders on progress, risks and outcomes.
- Regularly review the effectiveness of people strategies and workplans, identifying opportunities to improve impact, efficiency and alignment.
- Adapt plans in response to organisational changes, feedback and emerging priorities.
- Support in the writing of papers and documents for ELT and the board to seek approval for or progress initiatives and/or summarise progress and impacts.

Strategic People Partnering

- Partner with senior leaders to shape and deliver business strategy through aligned, forward-looking people plans that respond to organisational priorities and external trends.
- Act as a trusted advisor at a senior level, influencing decision-making through insight, judgement, and a deep understanding of organisational dynamics and strategic risks.
- Lead people initiatives and organisational change, ensuring alignment with values, culture, and long-term capability requirements.
- Provide strategic coaching to leaders, building their capability to lead through complexity, ambiguity, and change.
- Leverage data, insights and workforce trends to anticipate future challenges, identify systemic issues, and drive sustainable, organisation-wide solutions.

- Diagnose root causes at a system level and lead interventions that address underlying drivers, rather than symptoms.
- Challenge and influence thinking at a senior level, using curiosity and commercial insight to shift perspectives and improve outcomes.
- Drive continuous improvement in people practices, identifying opportunities to enhance effectiveness, efficiency, and employee experience.
- Build strong, credible relationships across the organisation, positioning yourself as a key contributor to organisational workforce planning and decision-making.

Employment and Industrial 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, coaching 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 our staff and union
- Support the Head of People with annual bargaining processes.

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
- Provide leadership and guidance to the People and Projects Advisor, ensuring contribution to the achievement of the People workplan and associated deliverables within
- Support and direct the People and Projects Advisor to achieve agreed objectives and build capability through mentoring, coaching, training and evaluating their performance
- 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.
- Ensures that their direct report know what's expected of them and has the knowledge, skills and support to effectively perform their role to the standards necessary.

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 ō Waitangi principles/Pro Equity into policy, process, and practice.
- Support Whānau Āwhina Plunket to deliver on Strategic priorities, by:
 - Demonstrating organisational values Māia, Māhaki, Tūhono and Manaaki.
 - 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 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.

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
- 5+ years' experience in an HR / People role partnering with a Senior Leadership Team preferably in a medium-large organisation similar to Whānau Āwhina Plunket.

Skills and Experience

- ER experience is required, ideally working in unionised environments.
- Experience designing, developing and implementing people-focused initiatives across a complex multi-sited organisation.
- 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.

Senior People and Projects Partner

Date

Manager role

Date