

REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Director People Advisory and Talent	Wellington or Auckland	Nil	Strategy, People and Partners

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

“Tā mātau whai kia whakakaha kamupene – kia nui ake, kia pai ake, kia tere ake – mō Aotearoa ngā whiwhinga”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

As our People Advisory Lead at NZTE, your role is to provide the operational backbone that enables our Advisory model to function as intended.

This role ensures employment relations processes, documentation, employment frameworks, and repeatable people practices are delivered with pace, consistency, and quality. It creates the capacity for People Business Partners to focus on strategic partnering with General Managers and Regional Directors by taking ownership of core operational work that requires judgement, discipline, and strong delivery.

You will bring structure, clarity, and rigour to work that spans employment relations case management, documentation, employment framework reviews, legal coordination, and workflow management. By doing this well, you will reduce operational friction, strengthen compliance, and improve the overall quality and consistency of people outcomes across NZTE.

WHAT'S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Lead the operational delivery of employment relations processes so matters are handled in a timely, consistent, and well-documented way
- Provide sound, pragmatic employment relations advice across a range of people matters, ensuring appropriate escalation and coordination with People Business Partners, leaders, and legal providers
- Coordinate locally engaged terms and conditions and broader employment framework reviews, including documentation, workflow management, legal liaison, and approval pathways
- Prepare and maintain high-quality employment relations documentation including letters, agreements, templates, consultation material, and change documentation
- Own and continuously improve templates, letters, standard operating procedures, and documentation standards across employment relations work
- Drive simplification, workflow discipline, and improved tools for repeatable work, including identifying opportunities for automation and AI-enabled efficiencies
- Support organisational change processes through preparation of documentation and ensuring processes are well structured, compliant, and efficiently delivered
- Undertake retrospectives following employment relations and change processes to identify improvements and strengthen future delivery

- Coordinate responses and supporting material for Official Information Act requests and Written Parliamentary Questions relating to people matters
- Maintain oversight of employment documentation including contracts, variations, and records to ensure consistency, accuracy, and compliance
- Contribute to the review and improvement of policy and employment framework guidance to ensure it is current, clear, and practical
- Work closely with People Business Partners, Payroll, Talent Acquisition, regional stakeholders, and legal providers to ensure effective coordination and delivery

Success in this role means:

- Employment relations work is delivered with strong pace, quality, and consistency
- Repeatable people processes are well managed, clearly structured, and less reliant on People Business Partner involvement
- Employment frameworks and local terms and conditions reviews are coordinated, visible, and effectively progressed
- Leaders experience clear processes, timely support, and confidence in documentation and advice
- Templates, SOPs, and documentation are current, practical, and consistently applied
- Continuous improvement and automation opportunities are identified and implemented
- People Business Partners are able to focus on strategic partnering, workforce planning, and higher value advisory work

WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGA?

- **Highly credible ER practitioner** with strong experience as a senior ER practitioner managing employment relations processes and providing practical, well-judged advice
- **Strong understanding of employment frameworks and policy application**, including navigating complexity across stakeholders and approval pathways
- **Excellent operational discipline** with strong attention to detail, prioritisation, and the ability to manage multiple workflows simultaneously
- **Skilled writer** able to produce high-quality letters, agreements, consultation material, and framework documentation
- **Continuous improvement mindset** with the ability to simplify processes, strengthen workflows, and embed better ways of working
- **AI fluent and curious**, with the ability to use AI and digital tools to improve quality, speed, and consistency of outputs
- **Strong coordination and relationship skills** across PBPs, leaders, operational teams, and legal providers
- **Sound judgement and discretion** in managing sensitive and complex people matters
- **Comfort working at pace in ambiguity**, while maintaining structure, discipline, and delivery
- **Global experience advantageous**, particularly exposure to multiple jurisdictions (Europe preferred)

PEOPLE ADVISORY LEAD

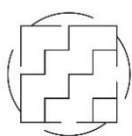
Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

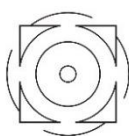
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



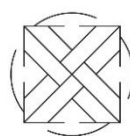
AMBITION
Drives us



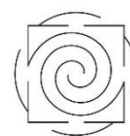
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as "*enhancing mauri to deliver impact*".

