

People Business Partner (Remuneration and Analytics)

Kaupapa | Purpose

Enable strategic, high quality and bicultural honouring People and Safety delivery by providing senior level business partnering, expert HR guidance and specialist advisory support across Toi Ohomai. The People Business Partner works alongside senior leaders to understand their strategic priorities, workforce needs and organisational challenges, providing targeted, evidence informed people solutions that strengthen leadership, uplift capability, and enable positive organisational and team outcomes.

Through deep functional knowledge, strong collaboration across PCW, and stewardship of specialist portfolios, the People Business Partner ensures consistent, equitable and future focused people practice that supports organisational success.

Reports to: Head of People and Safety

Team: People, Culture and Wellbeing

Ngā mahi | Do

Partnering

Partner with senior leaders (SLT and selected managers) to align people strategies with organisational priorities, providing expert advice on workforce planning, organisational design and people-related risks and opportunities.

Apply advanced HR expertise to complex people challenges, offering solutions that balance strategic need, legal compliance, wellbeing and equitable practice.

Build deep understanding of each partner area's operating environment to deliver tailored, proactive and impactful people solutions.

Work alongside leaders, providing expert guidance on complex ER/IR matters, ensuring safe, consistent, and legally compliant decision-making within their teams.

Partner with leaders to navigate high-risk situations (e.g., investigations, conflict, change), offering specialist advice and escalation pathways as needed.

Work alongside leaders to shape recruitment, plan for workforce needs, and manage talent and performance approaches that strengthen capability and align with business needs.

Coach leaders to embed effective performance, development and feedback practices, ensuring consistency and uplift in people leadership.

Provide specialist expertise on remuneration, job sizing and workforce data, enabling leaders to make evidence-informed, equitable and sustainable decisions.

Support leaders to interpret people insights and ensure partnering activity results in accurate documentation and data integrity.

Equip leaders to use workforce analytics and insights to guide strategic, evidence-informed people decisions.

Partner with leaders to plan and implement people-centred change, ensuring communication, processes and decisions are effective, safe and compliant.

Provide expert guidance on change frameworks and risk mitigation, helping leaders embed new structures, roles and ways of working.

Specialist portfolio (Remuneration and Analytics)

People data and system management

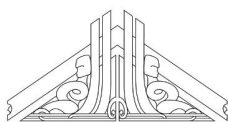
- Act as the organisational specialist for people data models, reporting definitions, system configuration and data integrity standards.
- Partner with Payroll, Systems and IT to ensure people systems are accurate, integrated and able to generate high-quality workforce insights.
- Oversee the quality, flow and reliability of people-related information across HRIS, payroll and reporting platforms, ensuring information supports effective decision-making.
- Lead the development of dashboards, monitoring tools and data processes that support evidence-based workforce leadership.
- Work close with the payroll specialist and coordinator to enable excellent practice and continuous improvement.
- Provide hands on support and expertise in the support of escalated payroll issues, ensure a deep understand of legislative requirements and internal practice.

Remuneration (including job sizing)

- Own the remuneration framework for Toi Ohomai, managing benchmarking, salary modelling, relativity checks, cyclical review processes and job evaluation methodologies.
- Provide expert job-sizing advice and ensure fairness, consistency and transparency across roles, business areas and pathways.
- Lead remuneration processes (annual review, modelling, guidance, calibration) and provide authoritative advice to senior leaders.
- Maintain remuneration systems, models and tools, ensuring alignment with organisational strategy, equity considerations and financial sustainability.

Workforce planning

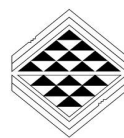
- Lead organisation-wide workforce planning, including forecasting, succession planning, scenario modelling, and capability risk analysis.
- Partner with senior leaders to proactively shape future workforce needs, ensuring alignment with strategic objectives, budget settings and capability priorities.
- Provide tools, frameworks and guidance that enable leaders to undertake effective workforce planning cycles.
- Analyse workforce trends and risks to inform organisational decision-making and long-term people strategy.



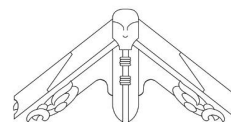
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Academic promotion

- Work closely with the Academic Development and Delivery team and unions (where required) to steward the academic promotion framework, ensuring alignment with organisational strategy, collective agreements, sector expectations and capability pathways.
- Ensure promotion processes are consistent, equitable, transparent and well-supported through robust criteria, documentation and decision-making tools.
- Provide analysis and insights on promotional outcomes, ensuring trends, equity impacts and improvement opportunities are identified and actioned.
- Partner with academic leaders to strengthen understanding of Promotion purpose and processes.

Kaimahi life cycle

- Lead the design, integration and maintenance of lifecycle frameworks (e.g. recruitment, onboarding, and exit) ensuring they reflect best practice and deliver positive kaimahi experience.
- Work closely across the People, Culture and Wellbeing team to ensure lifecycle processes are connected, consistent and culturally responsive.
- Provide specialist advice to ensure lifecycle touchpoints support capability building, equitable practice and organisational success.
- Identify and lead lifecycle improvement initiatives, ensuring systems and processes evolve with organisational needs.

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

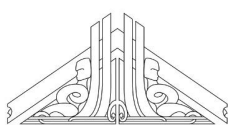
Minimum degree level qualification in Human Resource Management or a related field or the equivalent body of knowledge gained through experience.

Significant experience in senior HR advisory or business partnering roles within a medium-to-large organisation, with responsibility for complex people matters and strategic partnering.

Evidence of ongoing professional development that enhances knowledge and practice relevant to the position.

Advanced knowledge of HR practices in particular workforce planning, remuneration, recruitment and onboarding and people analytics.

Demonstrated ability to influence, coach and support senior leaders, using data, insight and strong relationship skills to drive people-centered decision-making.



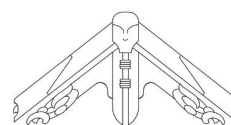
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Experience leading or advising on complex change processes, transformation and cultural change initiatives.
Strong analytical capability with experience interpreting people data, using evidence to inform decisions, and ensuring data integrity and documentation accuracy.

Payroll knowledge and experience (desirable but not essential)

Excellent communication, facilitation and interpersonal skills, able to build trusted relationships at all levels and navigate sensitive or high-risk matters with sound judgement.

High standard of professional integrity, discretion and understanding of legal, contractual and compliance requirements.

Experience in advocating and/or leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.

Experience in supporting and advocating the use of te reo Māori, tikanga and mātauranga Māori in the workplace.

Demonstrated practice in advocating and supporting approaches that promote equity and prioritise the needs of priority groups.

Waiaro | Be

At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.

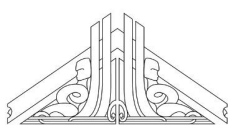
Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

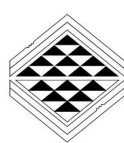
Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.



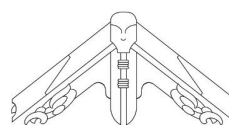
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Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

Ngā Hononga Mahi | Working relationships

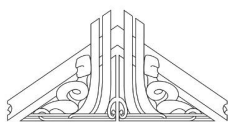
Internal: People, Culture and Wellbeing team, leaders, managers and kaimahi

External: Suppliers (as required), external networks, unions

Resource delegations and responsibilities:

Financial: Nil

People: Nil (however day-to-day functional reporting of People Advisor)



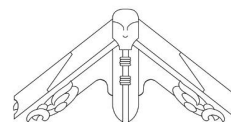
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