

Hoa Pakihi - Tāngata me te Ahurea

People & Culture Business Partner

Kaupapa | Purpose

1. Act as a trusted partner to leaders and teams, partnering to deliver people strategies that enable organisational goals.
2. Guide and support managers through complex employment relations matters, ensuring risks are managed effectively and fairly for the business and employees.
3. Support change management, organisational design, and continuous improvement of people practices.
4. Ensure compliance with employment legislation, best practice, and internal policies while enabling fair and consistent outcomes.
5. Champion a positive, inclusive, and high-performing workplace culture aligned to our values and Te Tiriti o Waitangi obligations.
6. Provide expert guidance across the employee lifecycle, including workforce planning, performance, team culture, and performance.
7. Collaborate with Organisational Development and Equity to design and implement initiatives that enhance employee engagement and retention.

Reports to: People & Culture Manager

Team: People & Culture

Remuneration: IEA Band 7, \$108,400 – \$115,000

Date: November 2025

Ngā mahi | Do

Employment relations

- Navigate and resolve complex employee matters, such as interpersonal complaints, bullying, harassment and discrimination allegations and concerns, working within P&C policies and procedures and employment legislation.
- Assess levels of risk around employment relations, mitigate appropriately, whilst working through the complexities of cases.
- Support the resolutions of cultural complexity challenges, bringing together good business practice balanced with an understanding of the kaupapa and direction of the organisation.
- Coach and support people leaders to apply best practice in managing employment relations, balancing risk with fair and consistent outcomes. Build capability and confidence in handling performance issues, disciplinary processes, investigations, and dispute resolution.
- Provide documentation and coordination expertise for ER cases, including letters, records of settlement, Privacy Act and or OIA requests, MBIE mediation sessions

Organisational change

- Support organisational change and development by delivering inclusive, culturally appropriate practical solutions that improve team performance and adaptability.
- Demonstrate measurable positive change in the performance management of the P&C BP people portfolio.
- Provide comprehensive support and coaching is provided to our people leaders and kaimahi on all people and culture matters.
- Support change management across the organisation, ensuring processes and outcomes are delivered sensitively and appropriately.
- Support and coach managers to navigate through change and dispute resolution management applying culturally inclusive best practice, including facilitating resolutions.
- Provide expertise to resolve issues including legal implications, career transition, or helping individuals move through the change cycle.

Organisational development

- Work alongside Organisational Development and Equity to develop and implement workforce and organisational development strategies.
- Management of projects/activities associated with designated people and culture specialist area, including collective employment negotiations, academic career pathway promotion, My Plan (annual performance review cycle), reward, recognition and retention.
- Successfully work alongside leaders and kaimahi to elevate and develop talent, delivering people and culture solutions that improves both individual talent and organisation capability and performance.
- Demonstrates a genuine commitment to the principles of Te Tiriti o Waitangi and the partnership between Māori as Tāngata Whenua by:
 - Supporting our leaders to grow a culturally responsive and inclusive workforce; and
 - Actively advocating Māori and Pacific interests and aspirations
- Promote the development of diversity, equity and inclusion practices across the organisation to ensure equity and inclusivity is embedded into the kaimahi (employee) experience and improves overall organisational performance.
- Embrace opportunities to stretch your cultural development through proactive participation in cultural activities to deepen knowledge, skills, and abilities, particularly around tikanga and use of Te Reo Māori.

Relationships and collaboration

- Through mahi tahi, manaakitanga, whanaungatanga and living our values, establish and nurture collaborative relationships, that bring people together at all levels across the organisation.
- Build and establish credibility, respect and influence with key internal and external stakeholders, including the unions, and represent yourself and Wintec in a professional manner.

People and Culture processes and systems

- Demonstrate a comprehensive knowledge of employment legislation, procedures and case law, inform on current trends and advise on strategies to leaders in all areas of people and culture, including change management and employment relations/industrial relations.
- Ensure HR policy design and updates delivered are current and represent forthcoming legislation changes, and take into account the changing ways in which we are working.

- Access, analyse, evaluate and act on information from a range of information sources in order to make key recommendations affecting policy and procedures; and to solve problems and influence decisions.
- Complete general people and culture administration, including recruitment and selection, and employment agreements.

Health, safety and wellbeing

- Work alongside the Safety and Wellbeing team to support managers and kaimahi to manage wellbeing matters.
- Support managers with transitioning kaimahi to return to work after a period of time that may be related to ACC, medical or mental health.
- All kaimahi safety and wellbeing responsibilities include:
 - Support managers and kaimahi, promoting a culture of safety leadership and behavioural safety consistent with our policy and safety goals in order to maximise wellbeing and reduce injury.
 - Report, incidents, observations, accidents and hazards through Vault.
 - Actively supports and promotes self-care and resilience, promoting wellbeing, through equitable workloads, supporting managers with solutions to rectify any inequities.

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities;
- Follows all Wintec policies and procedures and legislative obligations;
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO);
- Demonstrates an understanding of and commitment to Wintec's mission, strategies, priorities and values;
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner;
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other duties

- Perform other duties as may be reasonably required from time to time.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Education/training

Relevant tertiary qualification in Human Resources Management, Employment Relations, Business, or related field.

Experience

Demonstrated experience in a people and culture business partner role in a medium or large and /or complex organisation.

Experience working in a complex ER environment and dealing with employment relations/industrial relations issues, including unions, MBIE, employee representations and lawyers.

Demonstrated experience supporting and guiding managers through complex employment relations matters.

Experience managing performance issues alongside managers and an appropriate knowledge of New Zealand employment legislation and case law.

Experience developing and managing employee engagement, diversity, equity and inclusion.

Experience contributing to organisational change and culture development initiatives.

Typical knowledge, skills and attributes

Strong relationship management, influencing, and coaching skills.

Ability to balance strategic thinking with hands-on delivery. Ability to work under competing demands and maintain credibility. Highly organised and works to timeframes and provides quality outcomes.

Excellent problem-solving and risk management capability.

Strong communication and facilitation skills.

Experience applying Te Tiriti o Waitangi principles by engaging meaningfully with Māori, incorporating tikanga and te ao Māori perspectives in workplace initiatives.

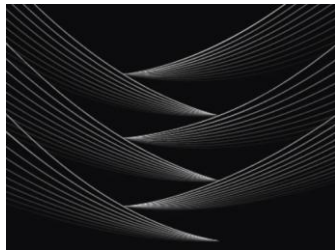
High levels of integrity, professionalism, and cultural competence.

Confident with Tikanga values and practices.

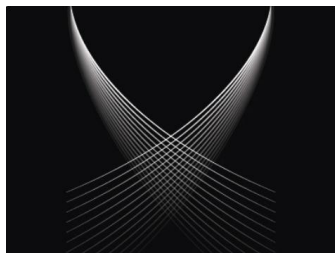
Able to think critically and objectively.

Able to simplify complex information and processes for the benefit of each audience.

Wintec Values



Manawa nui: We lead with aroha, act with humility, and create space for others to belong. Manawa nui reminds us to extend compassion, to uplift each other, and to hold firm in our values under pressure.



Manawa roa: This is about persistence, patience, and progress. Manawa roa calls us to stick with challenges, grow through feedback, and support each other's learning journey — even when things get hard.



Manawa ora: Manawa ora speaks to collective wellbeing. It's about restoring balance, nurturing mauri, and creating spaces where we can succeed. Physically, mentally, spiritually, and emotionally.

Ngā Hononga Mahi | Working relationships

Internal: Academic staff, Administration staff, Advisors/Consultants, Department Managers, Dean of Faculty, Directors, Heads of School/Centre Directors, Team Managers/Team Leaders/Coordinators

External: Unions, employee representatives, lawyers and advocates, consultants

Resource delegations and responsibilities:

Financial: nil

People: nil