

APPENDIX ONE:
Position Description



POSITION TITLE:	Senior Business Partner
LOCATION:	Head Office, Tauranga
PEOPLE LEADER:	Head of People & Performance
TEAM:	People & Performance

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The purpose of the People & Performance (P&P) team is to create an Exceptional People Experience. We strive for a culture that sets us apart. At our core, we thrive and lead by fostering meaningful contributions, promoting learning, growth, and creating a sense of belonging.

As a Senior People Business Partner, you are a trusted advisor and strategic partner to senior leaders and executives. You play a pivotal role in shaping and supporting the Head of People & Performance in the execution of the People Strategy to drive business performance, foster a high-performing culture, and deliver an exceptional people experience. You lead complex people initiatives, mentor other Business Partners, and provide thought leadership on organisational development, change, and transformation.

WHAT I DO

- Lead the design, implementation, and evaluation of the People Plan to align with organisational objectives and the long-term strategy in conjunction with the Head of People and Performance for your assigned business units or departments.
- Advise and influence senior leaders on workforce planning, organisational design, and change management across assigned business units.
- Lead and deliver cross-functional people projects and initiatives with significant business impact.
- Coach and mentor People Business Partners and People Leaders, building leadership capability and fostering a learning culture.
- Facilitate knowledge sharing and best practice across the People & Performance team.
- Develop, implement and monitor our People & Performance policies, procedures and systems to reflect changing business needs.
- Provide strategic oversight on culture and engagement leading initiatives that align with Craigs' values and drive a high performance, inclusive workplace.
- Lead strategic advice and support of performance management through monitoring performance metrics, identifying capability gaps, and driving targeted actions to elevate accountability and business impact.
- Lead the response to complex or sensitive people matters, providing expert advice and solutions.
- Represent the People & Performance function in cross-functional forums and projects.

- Act as a role model for Craigs' values, promoting a positive and inclusive workplace culture.
- Implement and maintain a safe and healthy work environment and assist with health and safety in employment issues.
- Investigate and advise on issues relating to staff welfare, benefits, equal opportunities and complaints.
- Oversee and advise on recruitment activity in assigned business units and departments.
- Develop and deliver effective training programmes to managers and staff and contribute to organisational development through the identification of individual and companywide development needs.
- Monitor the adherence by staff of all company policy, legislation or regulation relating to human resources.
- Demonstrate the Craigs' values every day in my engagement with other employees, and encourage, support and enable other employees to do too.

NZX RULES REFERENCED WITH LEGISLATION AND POLICY

The NZX Participant Rules can be found electronically at the following address -

<https://www.nzx.com/regulation/nzx-rules-guidance/participant-guidance>

CIP policies can be found on the Staff Intranet.

WHAT I VALUE



At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and our clients.

WHAT I BRING

- Qualification/s
 - A graduate degree in a relevant discipline (business/commerce, HR management, psychology) is required, or equivalent extensive business HR advisory experience
 - Membership of HRINZ or CIPD is beneficial but not a requirement
- Knowledge and Experience
 - 8+ years' experience in senior HR advisory or business partnering roles, preferably in a corporate environment.
 - Demonstrated experience leading complex organisational change and transformation projects.
 - Proven track record in coaching and developing HR professionals and leaders.
- Skills and Attributes
 - Specialist knowledge of human resource management practices and principles. Including:
 - Organisation design and change management
 - Learning and development
 - Employment relations
 - Health and safety
 - Rewards and recognition
 - Culture and engagement
 - Performance management
 - Best practice in HR systems, processes and reporting
 - An effective change agent, with a background in supporting and advising on organisational change at a team or department level.
 - Business acumen, with the ability to align people initiatives with business goals.
 - Strong influencing and relationship management skills
 - Effective coaching and internal consulting skills.
 - Excellent communication skills, with the ability to communicate effectively at all levels in the business
- A proven ability to plan and prioritise a program of work, to deliver results.