

APPENDIX ONE:
Position Description



POSITION TITLE:	Business Partner – People & Performance
LOCATION:	Tauranga or Auckland
PEOPLE LEADER:	Head of People and Performance
TEAM:	People and 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 and Performance 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. We deliver a contemporary and effective people function that enables CIP team members to be high performing and contribute to the growth of CIP, along with an industry-leading customer experience.

As a Business Partner – People and Performance, I partner with People Leaders and Team Members in my assigned division to deliver the CIP People Plan. I contribute to the achievement of business goals and performance to provide the best possible outcomes for clients and our people.

This involves providing proactive and responsive advice and expertise to People Leaders and Team Members as well as working on and delivering specific people projects.

WHAT I DO

- Implement the People Plan to meet the organisation's objectives and strategies in the relevant division.
- Develop, implement and monitor People and Performance policies, procedures and systems.
- Provide advice and support on all facets of HR management including:
 - Employment relations
 - Organisation design and change
 - Resourcing and talent management
 - Learning and development
 - Culture and engagement
 - Performance and rewards
 - HR service delivery and information
 - Health and safety
- Coach and guide People Leaders through people-related matters, at all times focused on building leadership capability and partnership.

- Facilitate and co-ordinate HR processes and systems, including performance management, remuneration, health and safety.
- Where required prepare and administer employment agreements and variations at all times using best practice.
- Maintain a safe and healthy work environment and assist with health and safety in employment issues.
- Advise on issues relating to staff welfare, benefits, equal opportunities and complaints.
- Partner with People Leaders on recruitment activity in assigned divisions.
- Contribute to organisational development through the identification of individual and company-wide development needs.
- Partner with People Leaders to ensure the adherence of company policy, relevant legislation or regulation relating to human resources.
- Support the Head of People and Performance in the delivery of HR and integrated projects.
- Demonstrate the Craigs' values every day and encourage, support, and enable my colleagues to do too.

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
 - Minimum 5 years' experience in a generalist human resource management advisory position is preferred.
 - Proven experience working in a corporate environment.
- 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.

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.