



JOB SPECIFICATION

Position Description

Position:	Group HR Manager
Responsible to:	Chief Executive Officer
Responsible for:	Direct Reports: Senior People Advisor, Payroll Manager, HR coordinators
Purpose:	The Group HR Manager provides strategic leadership and direction across all people related functions to ensure WasteCo attracts, develops and retains exceptional talent. This role ensures the HR strategy supports business growth, operational excellence and a high performing culture.

Key Responsibilities

<i>Key Responsibility</i>	<i>Performance Standards</i>
Strategic leadership	• Develop and execute the HR strategy aligned with the business plan and future workforce needs. • Act as the trusted advisor to the Executive team on all people, performance, culture and compliance matters. • Lead cultural transformation, change management and leadership capability initiatives.
Employee relations and compliance	• Provide timely and accurate, relevant reporting to the Board on key HR metrics. • Ensures all people policies, employment practises are compliant. • Provide employment relations guidance to operational managers and assists with complex disputes and workplace investigations. • Ensure comprehensive workplace investigations are delivered.
Employee Experience & Engagement	• Lead employee experience initiatives, wellbeing program and diversity & inclusion strategies. • Lead national recruitment strategies to attract and retain top talent. • Oversee onboarding, training, and development programs to build capability. • Manage an effective offboarding program including exit interviews. • Analyse retention and exit data to identify opportunities for improvement.

Performance & Reward	• Lead the design and delivery of performance management systems that drive accountability and excellence. • Oversee remuneration strategy, benchmarking and incentive design to ensure internal equity and external competitiveness. • Provide oversight of executive remuneration and reporting to the Board's remuneration committee.
Payroll	• Strategic and operational oversight of payroll team, ensuring compliance with relevant legislation, and aligning payroll policies across the organisation. • Collaborate with finance, IT, and regional HR/payroll teams to standardise processes, manage vendor relationships, and support system integration and audits.
Leadership and Team Management	• Lead, mentor and develop the HR team to deliver high quality advice, balanced with commercial understanding. • Build the capability in leadership at all levels, embedding coaching and accountability throughout WasteCo.
Additional Duties	• Additional duties as directed by the CEO.

Competency	Definition
Strategic Agility	Translates complex business challenges into clear people strategies that drive long term company success.
Employment Legislations & Compliance	In-depth knowledge of employment legislation, case law and regulatory obligations.
Influencing & Relationship Management	Ability to build trust and credibility with all levels of the organisation, Board, Executive team, Operational Managers and employees.
Communication	Expressing ideas effectively in individual and group situations (including non-verbal communication). Adjusting language or terminology to the characteristics and needs of the audience. Communicating ideas clearly in documents that have organisation, structure, grammar, language and terminology adjusted to the characteristics and needs of the audience.
Cultural Leadership	Shapes and sustains a values driven, inclusive culture that supports high performance and high engagement.
Commercial Acumen	Understand business operations and financial drivers, and the ability to align people initiatives to measurable outcomes.
Change Leadership	Leads organisational change with empathy, clarity, compliance and impact.
People Development	Creates pathways for leadership growth and builds bench strength across the business.

Qualifications

- Tertiary qualification in Human Resources, Law, Business, Organisational Psychology or a related discipline.

Practical Experience

- Minimum of five years' experience in a executive HR role, ideally in the Waste or Transport industry.

- Previous leadership experience, developing, coaching and mentoring a team.
- Strong working knowledge of New Zealand employment legislation, immigration and best practice.
- Previous experience managing Bamboo or other relevant HRIS systems.
- Proficient in the Microsoft Office Suite, to an intermediate level in Excel.
- Proven ability to analyse, report and present data in a meaningful way to monitor progress and determine outcomes.
- Experience and knowledge of the Waste, Transport or similar industry is desirable.

Key Attributes

- Authentic, collaborative and values led leadership style.
- High integrity and sound judgement.
- Excellent written, verbal communication skills.
- Exceptional organisational and time management skills.
- Strategic thinker with a hands-on approach.
- Technology and system savvy.

Agreed by:

Job holder's signature

Date

Manager's signature

Date