



Human Resources Business Partner

Team and Division People Business Partnering Team; People Division	Reports to Head of People Business Partnering	Location Wellington	Date January 2024
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OUR PURPOSE

Whakamana i te mauri hiko tū mai Aotearoa | Empowering the energy future for New Zealand.

TEAM PURPOSE

The Human Resources Business Partner position is part of the People Business Partnering team, responsible for enabling leaders and managers to be outstanding in their people management – getting the best out of their teams and creating an environment that great people want to be part of.

The team provides business partnering and associated administrative support for the entire organisation across the full spectrum of the employee lifecycle.

ROLE PURPOSE

The Human Resources Business Partner operates as a trusted advisor, actively partnering with divisional managers to support the delivery of the People Strategy. The Business Partner actively contributes to the development and implementation of data-informed strategies, plans, frameworks and policies aligned with the organisational priorities. It coaches and supports managers, including e.g., with talent management, employment issues, change management, workforce planning and strategic advice, to enable achievement of outstanding outcomes in terms of the performance, engagement and development of their people.

Key to this is active collaboration with the wider People team to ensure we build our capability and operate in a seamless fashion to deliver exceptional service which enables our business.

KEY CUSTOMERS AND STAKEHOLDERS

- **Internal:** Talent and Capability team, Safety Programme team, Business Divisions portfolio, Payroll, Executive Leadership Team; managers and employees across Transpower
- **External:** Suppliers of Transpower employee benefits; HR service providers

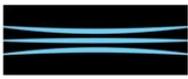
WHAT YOU ARE EXPECTED TO DELIVER

Business Partnering

- Build and sustain strong partnerships with managers based on a deep understanding of their divisional operating priorities
- Using data driven insights and judgement, work collaboratively with managers to identify people implications and provide strategic and operational advice on strategic and business plans/initiatives
- Ensure that HR services are integrated to meet divisional business needs, developing and implementing people plans for each portfolio division
- Provide constructive feedback and regular coaching to managers across all HR issues.

Proactive HR Services

- Provide proactive, accurate, pragmatic and timely advice strategic and operational advice with a strategic and operational lens, based on current legislation, and Transpower policy and processes across the entire employee life cycle including:
 - Talent Acquisition and Management
 - Remuneration and Benefits including job sizing and evaluation
 - Employee Relations
 - Performance Management
 - Organisational Development including L & D
 - Change Management



- Proactively share knowledge with and build capability in other People Team members, in particular the People Business Partnering team
- Champion all HR initiatives

Astute Change Management

- Support managers with the design, delivery and implementation of organisational change initiatives
- Provide cost benefit and risk analysis for change initiatives
- Facilitate, encourage and oversee approach and communications that demonstrate our behaviours and maintain and foster engagement
- Identify and mitigate organisational and reputational risk

Organisational Development

- Proactively build shared understanding and ownership of Transpower's strategic priorities, behaviours, strategies and desired culture
- Support the development, implementation and evolution of the People Strategy working to embed an integrated approach across the business
- Provide guidance and input on leadership capability, organisational structure, organisational design principles, workforce planning and talent and succession planning
- Lead or contribute to organisational development projects and initiatives as required

Positive Team Contribution

- Consistently demonstrate Transpower's behaviours
- Encourage and support the immediate and wider team and divisions to deliver our strategic priorities
- Proactively identify and drive continuous business improvement
- Seize on the job learning opportunities
- Team up to build enterprise wide knowledge, cohesion and appreciation
- Be part of creating a culture of constructive feedback across all levels
- Perform other duties as required

Maintain Transpower's Health & Safety Culture

- Be knowledgeable about Transpower's Health and Safety policies and procedures
- Know how to apply Health and Safety principles to achieve a safe and positive working environment
- Take personal responsibility for one's own health and safety and that of other employees and relevant stakeholders
- Take appropriate action to deal with workplace hazards and incidents in ways that comply with Health and Safety policies, procedures, systems and best practice
- Strive for continual improvement in Health and Safety performance
- Positively contribute to delivering a safe, zero harm workplace

KNOWLEDGE, SKILLS, EXPERIENCE

Essential

- 5+ years of high- performance experience in a senior capacity as a Business Partner or equivalent
- Excellent verbal and written communication skills
- A proven ability to proactively influence at all levels and exceptional stakeholder engagement skills
- Innovative, resourceful and pragmatic with a positive and proactive attitude
- Proven ability to work at pace and deliver high quality results
- Commercially and financially astute
- Significant experience in managing organisational change, organisation and job design, and employee relations issues
- Ability to quickly build high levels of trust and maintain integrity
- Ability to provide data driven people insights to inform business decisions
- An in-depth understanding of NZ employment legislation and its practical application

Desirable



- A general understanding of the nature and design of the electricity industry
- Project Management Skills

EDUCATION/QUALIFICATIONS

Essential

- A tertiary qualification, preferably including papers in human resources, management, psychology or other relevant field

Desirable

- Coaching accreditation
- Accreditation or experience in using a variety of assessment tools e.g. Hogans, Disc, TMI, etc.
- Trained in job evaluation methodology (e.g. Korn Ferry or Strategic Pay)

LIVING OUR BEHAVIOURS

The behaviours we exhibit at Transpower have a direct impact on our ability to achieve our goals. As with all roles at Transpower, you'll live and breathe our Behaviours. Our behaviours are that when we work with each other, our customers, communities and the land we are ***Nimble and Considered, Inclusive and Decisive, Courageous and Caring*** to keep the lights on, and empower our energy future, for New Zealand.