

# DAIRYNZ Position Description

## People and Capability Business Partner

### Position

**Position Title:** People and Capability Business Partner

**Direct Report:** None

**Budget:** Nil

**Management Position:** No

**Reports to:** People & Capability Team Manager

**Career Level:** Advanced Specialist

**Revenue:** Nil

**Delegated Authority:** None

### Purpose of DairyNZ

Our Purpose: ***Progressing a positive future for New Zealand dairy farming.***

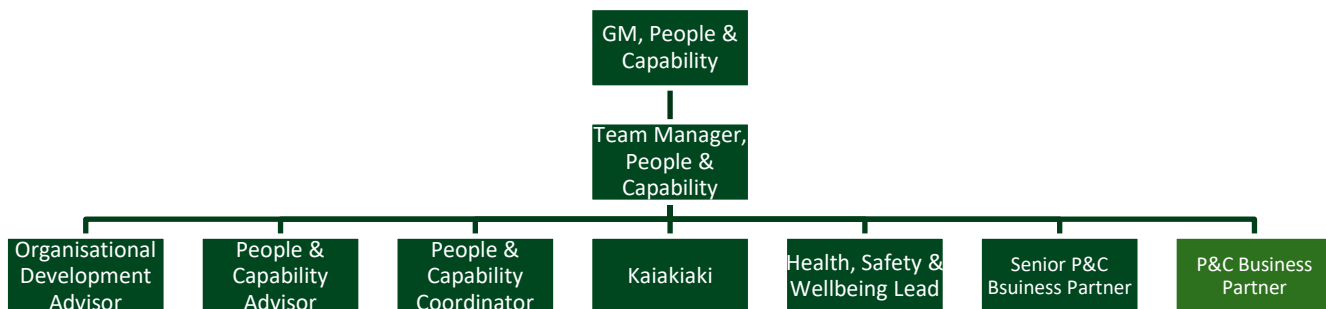
Our Vision: ***To make the levy the best investment of every New Zealand dairy farmer.***

That's why we exist for farmers, working along them and others to leverage our collective strength and create purposeful change.

### Purpose of the position

To work with internal customers to establish strong partnerships founded on trust and credibility, proactively identify people related business needs, create strategic people solutions, resolve issues, and provide the calibre of support that builds capability in all aspects of the people side of the business. Undertake projects to improve employee experience. Provide professional human resources advice, guidance, and support to managers and staff of DairyNZ. Provide demonstrable support in the development and growth of a safety focussed culture.

### Team organisation chart



## Key position deliverables

Key deliverables of the role to be reflected in the Performance Agreement and Individual Performance Targets.

Key Performance Requirement:	Key Indicators:
Human Resource Support	<ul style="list-style-type: none"> <li>• Strategically partner with General Managers and their leadership teams/managers to determine their HR priorities and needs, and to develop appropriate responses to address those needs.</li> <li>• Develop a sound understanding of the designated customer group, its people, its strategy, objectives, and operations.</li> <li>• Provide proactive and responsive solutions, across a broad range of HR matters – including leadership development, retention, talent management, career management &amp; succession planning, workforce planning, performance, recruitment, on-boarding, employment relationship issues, reward and recognition, remuneration, and organisational design.</li> <li>• Demonstrates an in depth understanding of NZ employment legislation and its application to the workplace.</li> <li>• Work collaboratively with other members of P&amp;C Team to ensure support is timely, lawful, and consistent with DairyNZ people strategy.</li> <li>• Coach and support managers in the implementation and use of people and performance management systems to deliver a performance culture and sustainable business results.</li> <li>• Deliver advice, support, and solutions to managers that ensure the right people capabilities are developed and retained for the continued sustainability and enhancement of the business.</li> <li>• Improve leadership and lift capability of those who manage staff through coaching, advice, and support.</li> <li>• Support managers by interpreting contractual and legal obligations, relevant legislation, and company policies.</li> <li>• Contribute to the development and implementation of projects, initiatives, and programmes as per the DairyNZ people strategy.</li> <li>• Identify opportunities to improve systems, processes, and work practices for HR and across the organisation.</li> </ul>

Analysis & Reporting	<ul style="list-style-type: none"> <li>• Review and define HR metrics and reports. Provide interpretation of data to create value for the business as required. Translate analysis in a visually appealing manner that tell a story, identify trends and help DairyNZ make better data driven decisions.</li> <li>• Identify opportunities to improve systems, processes and work practices for P&amp;C and across the organisation. Ensure we remain compliant with legal obligations.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Show leadership by being an active team member in delivery of the team strategy and plans, including contribution.</li> <li>• Develop new team members and P&amp;C Advisors through providing on-going support and coaching.</li> <li>• Supports the development and performance of individuals within the team and of DairyNZ.</li> <li>• Role model the DairyNZ values to demonstrate leadership.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Build effective relationships so-as to influence managers in the execution of their staff accountabilities.</li> <li>• Actively build and maintain networks and relationships with key stakeholders.</li> <li>• Actively engage with colleagues, work collaboratively across business areas.</li> <li>• Actively encourage and create opportunities for collaboration internally and externally.</li> </ul>

How We Work	<ul style="list-style-type: none"> <li>• Support and role model DairyNZ values and principles: Connected, Curiosity, Courage and Credibility.</li> <li>• Understand and adhere to company policies and guidelines.</li> <li>• Actively support and contribute to DairyNZ organisational culture of one team.</li> <li>• Actively support and encourage continuous improvement to drive our organisation forward.</li> <li>• Strive to provide a safe and healthy workplace</li> <li>• Role model industry safe working practices</li> <li>• Take appropriate action to ensure correction of any condition or practice, which may cause harm to yourself, others or the environment.</li> <li>• Actively promote DairyNZ Health, Safety &amp; Wellbeing Policies and procedures.</li> <li>• Support and encourage employee participation and consultation in all aspects of Health, Safety and Wellbeing management.</li> <li>• Comply with legislative requirements and relevant standard</li> </ul>
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### Key relationships

Internal	External
General Managers	Contractors, Consultants and Service Providers
Managers and staff	Recruitment agencies
People & Capability team	Prospective and previous employees

## Qualifications and experience

Essential	Preferred
Tertiary qualification in Human Resources, Organisational Psychology, Management or related field, or equivalent relevant workplace experience.	Project Management Experience
A minimum of at least 5 years' experience in a similar level role.	Experience in developing training.
Up to date knowledge of employment legislation.	
Expertise in Human Resource principles and practices.	
Proven strategic business partnership ability.	
Demonstrated HR experience in a multi-business unit environment.	
Proven networking and relationship building/management skills, working with a wide range of people with varying needs	
Experience in group facilitation and training	
A proven history of delivering high quality work, on time and to expectations.	

## Job specific & technical competencies

Category	Descriptor/Evidence
Expertise	Practical and theoretical specialist expertise, with a foundation at tertiary level in Human Resource Management. Takes responsibility for increasing expertise and keeping up to date with changes and technical knowledge. Undertakes research.
Relationship Management	Identifies key stakeholders and activity develops and manages relationships with them. Can utilise relationship to influence. Builds, manages, and utilises networks.
Attention to Detail	Is thorough in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organises time and resources efficiently. Checks for accuracy, maintains consistently high standards, including using resources efficiently. Provides information on a timely basis and in a usable form to others who need to act on it. Carefully monitors the details and quality of own and others' work. Expresses concern that things be done right, thoroughly, or precisely. Completes all work according to procedures and standards.
Clear Communicator	Articulates ideas and intentions clearly and succinctly. Is honest, tactful, and diplomatic in interactions. Writes clearly and succinctly; can get messages across that have the desired effect. Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation. Provides information so others can make accurate decisions; is timely with information.

Political Savvy	Can manoeuvre through complex political situations effectively and quietly; is sensitive to how people and organisation's function; anticipates where the land mines are and plans his/her approach accordingly; views corporate politics as a necessary part of organisational life and works to adjust to that reality; is a maze-bright person.
Leadership	Actively leads, inspires, and motivates staff. Proactively champion's change. Develops personal profile and establishes credibility across the organisation.
Standing Alone	Will stand up and be counted; does not shirk personal responsibility; can be counted on when times are tough; willing to be the only champion for an idea or position; is comfortable working alone on a tough assignment.
Peer Relationships	Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.
Approachability	Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
Decision Quality	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Collaboration	Actively seeks to collaborate. Can demonstrate successful collaborations. Collaborates when appropriate to do so. Influences with ability to generate cohesion and inspire collaboration within areas of influence.

### Career level competencies – Advanced Specialist

Competency	Descriptor/Evidence
STRATEGIC AGILITY	Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.
INNOVATION MANAGEMENT	Is good at bringing the creative ideas of others to fruition; has good judgement about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in practice.
NEGOTIATING	Can negotiate skilfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
ORGANISATIONAL AGILITY	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.