



JOB SPECIFICATION

Position Description

Position:	HR Business Partner
Responsible to:	Group HR Manager
Responsible for:	None
Purpose:	Partner with leaders in WasteCo North on strategic and operational people issues. Supporting operational functions to deliver commercially sound, compliant, and people-centered outcomes. The role supports operational excellence, a strong safety culture, and sustainable workforce capability across a multi-site, safety-critical environment.

Key Responsibilities

<i>Key Responsibility</i>	<i>Performance Standards</i>
Partnering with leaders	<ul style="list-style-type: none">• Provide sound trusted support to leaders by proactively addressing strategic and operational workforce challenges.• Provide timely, pragmatic advice on people risks including, but not limited to, fatigue, capacity constraints, contract changes, and seasonal demand.• Influence decision-making through data-driven insights on turnover, absence, safety events, and ER trends.• Support workforce and succession planning for critical frontline and supervisory roles.• Build credible relationships that enable constructive challenge and early resolution of people issues.• Partner with leaders to grow and build positive workplace culture.
Building Capability	<ul style="list-style-type: none">• Coach leaders and supervisors to confidently manage performance, conduct, and difficult conversation.• Lead and support the roll out and embedding of national leadership development programmes.• Support succession planning and development of high-potential employees.• Mentor other members of the HR team to ensure consistent, high-quality HR practice across all of WasteCo.• Promote inclusive, respectful, and psychologically safe workplaces.

Key Responsibility	Performance Standards
Employment Relations	<ul style="list-style-type: none"> • Lead complex employment relations matters including investigations, disciplinary processes, restructures, and personal grievances. • Ensure compliance with New Zealand employment legislation, collective agreements, and company policies. • Ensure that matters are managed consistently and in accordance with National WasteCo. • Provide advice on union engagement, disputes, and industrial risk management. • Prepare robust documentation and manage cases with procedural fairness. • Partner with legal advisors and escalate material risks to the Group HR Manager.
Injury Management & Wellbeing	<ul style="list-style-type: none"> • Align HR and Health & Safety processes for effective management of safety incidents and outcomes. • Manage ACC claims, rehabilitation, and return-to-work plans. • Support leaders with medical incapacity and fitness-for-work processes. • Promote wellbeing initiatives addressing fatigue, mental health, and physical safety. • Use injury data to identify trends and preventative actions.
Continuous Improvement	<ul style="list-style-type: none"> • Use HR metrics to identify risks and improvement opportunities. • Review and enhance HR policies, procedures, and tools for operational effectiveness. • Streamline HR processes to improve leader and employee experience. • Stay current with employment legislation and best practice.
Leading Projects	<ul style="list-style-type: none"> • Lead or contribute to National HR projects aligned to organisational priorities. • Manage project plans, stakeholders, risks, and delivery outcomes. • Provide subject matter expertise to cross-functional initiatives. • Evaluate outcomes and embed continuous improvement.
Leading Change	<ul style="list-style-type: none"> • Lead the people and change workstream for operational and strategic initiatives. • Develop and implement change and consultation plans in line with good-faith obligations. • Support leaders to act as effective change sponsors. • Monitor adoption, engagement, and workforce impact post-change.
Recruitment	<ul style="list-style-type: none"> • Partner with leaders to deliver timely, cost effective recruitment for frontline, supervisory, and specialist roles in line with workforce plans. • Provide advice on role design, position descriptions, remuneration alignment, and attraction strategies suited to operational labour markets. • Support end to end recruitment processes, ensuring fair, consistent, and legally compliant selection practices. • Promote strong onboarding and induction practices to support early engagement, safety compliance, and retention.

Qualifications

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

Practical Experience

- 7+ years' experience in a senior HR generalist or HR Business Partner role.
- Strong working knowledge of New Zealand employment legislation and best practice.
- Proven experience partnering with senior leaders in operational or industrial environments.
- Experience with HRIS systems and strong data literacy.
- Proficient in the Microsoft Office Suite, to an intermediate level in Excel.
- Experience and knowledge of the Waste, Transport or similar industry is desirable.
- Experience in a multisite environment is desirable.

Key Attributes

- Credible, confident and able to influence at all levels.
- Commercially astute and solutions focused.
- High integrity, sound judgement and resilience.
- Excellent written and verbal communication skills.
- Exceptional organisational and time management skills.
- Strong analytical and critical thinking abilities.
- Proactive and adaptable.
- Strong coaching and communication capability.

Agreed by:

Job holder's signature

Date

Manager's signature

Date