

Job No: 213	Job Description	 Waste Management
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Job Title:

Business Partner – People and Culture

Primary Objective

The Business Partner (BP) - People and Culture is responsible providing the primary HR interface to the businesses, and enhancing human capital performance and organisational effectiveness. The HRBP will support key operational and strategic initiatives, provide professional and authoritative advice, coach of business leaders, integrate and apply HR practices, resolve organisational issues and engage with all stakeholders.

Key Responsibilities

- Contribute to the development and implementation of key Human Resources policies and programs as identified in the annual Human Resources Business Plan.
- Assist in the implementation and administration of Human Resources Department policies.
- Support, educate and coach key stakeholders in company Human Resources policies and procedures, the value of these practices to the company in commercial terms and the effective management of human capital.
- Promote Performance Management and Talent Management processes by increasing awareness, educating and coaching key stakeholders, resulting in goals and objectives that are aligned with business values and adding value to the effective management of human capital.
- Provide front-line support and advice to the business on employment relations matters (such as performance management, counselling etc.), liaising with and referring to Employment Relations where required.
- Facilitate or lead employee mediation and/or investigation activities balancing the employer-employee relationship resulting in minimised exposure and maximised positive outcomes.
- Manage a process and provide expertise relating to redundancies and organisational structuring activities to ensure compliance and risk management is balanced against human capital performance.
- Develop and deliver training and education programs to all levels of the company across the spectrum of HR related topics.
- Launch, schedule and promulgate Human Resources programs resulting in all key stakeholders receiving approved training or awareness courses.
- Analyse key performance indicators and other Human Resources activities and trends to review, report and make recommendations on organisational design, development, workforce planning and the required capability of our people.
- Ensure administrative components of the Human Resources function are accurate, thorough, current and, where appropriate, confidential meeting designated timeframes.
- Integrate acquired businesses within WMNZ effectively, ensuring that employees are appropriately inducted and trained in the HR processes within the framework and timelines established in the integration plan.
- Complete relevant reports providing high risk activity and project updates within designated timeframes.
- Support change management initiatives and activities.
- Utilise research forums and networks to understand emerging Human Resources practices for the purposes of self development and contribution to the business.

Health, Safety, Environment and Quality (HSEQ) Responsibilities

- Know the company's vision with respect to HSEQ standards, behaviours and performance.
- Participate in the company's safety-first culture that supports continuous HSEQ improvement and participate in company-wide programs.
- Ensure duties of care obligations are met and that your conduct in the workplace occurs in a safe manner at all times.
- Participate in processes regarding risk management compliance and internal controls to ensure operations and legal HSEQ risks are effectively managed and minimised.
- Participate in training to obtain the appropriate skills and experience to safely and competently perform role.

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- Adhere to the company's policies and procedures at all times.

Sustainability

- Know the companies sustainability and For Future Generations vision, understand, promote and support FFG environmental, Community, Customer, People and Business incentives.
- Participate within Waste management functional teams, including , but not limited to, operations and support teams to identify, develop and implement sustainability activities to educate and promote WM incentives.
- Engage and participate in diversity committee surveys and incentives to support sustainability goals in line with WM Diversity policies and FFG goals.
- Implement sustainability affiliated policies to utilize economic, environmental and social opportunities within respective delegation of authority.

General Responsibilities

- Instil and act in accordance with the company's vision, mission and values and deliver actions that positively contribute to the company's culture.
- Instil and participate in Human Resource systems and initiatives to effectively resource the business and meet strategic objectives.
- Implement strategies, plans and resources to ensure corporate governance.
- Implement plans and manage standards so that effective customer service is achieved to both internal and external customers.
- Comply with all statutory obligations.
- Undertake any other duties, accountabilities and responsibilities as directed.

Skills, Knowledge, Experience & Qualifications

- A minimum of seven years experience in the Human Resources field within a large, multi sector and diverse business.
 - Significant experience and knowledge of human resources and employment relations principles and practices.
 - Tertiary qualification in Human Resources or Employee Relations or like discipline.
 - Knowledge of commercial and financial activities and the application of this knowledge in a HR setting.
 - Knowledge of employment legislation including awards, agreements and other statutes.
 - Significant experience and skills in delivering presentations and training to employees of all levels.
 - Experience and skills in development and implementation of HR processes and programs.
 - Significant skills in negotiation, mediation, investigation and dispute resolution.
 - Experience and skills in project co-ordination and facilitation.
 - Excellent skills in the Microsoft Office suite of products and HR Information Systems.
 - High verbal, numerical and critical thinking skills. Able to deal with paradox and ambiguous situations.
 - Strong communication and influencing skills.
 - Current drivers licence.
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Our Values – Ngā Kai Ngākau

- Safety – Haumarutanga. Safety is first in everything we do
- Service – Ratonga. We keep our promises.
- Sustainability – Toitūtanga. We are all responsible to future generations.
- Innovation – Auahatanga. We execute great ideas well.
- Together – Mahi ngātahi. He waka eke noa – One boat – same direction.

Employee Name:

Employee Signature:

Date:
