

Business Partner, People

Job Description

Date	August 2026
Location / Business Unit	People Team, Auckland
Reporting to	Chief People Officer
Position Type	Fixed-term (18 months), Fulltime

Te Tūranga - About the Role

To contribute to the mahi of the people team and RNZ's strategy through effective and positive relationships. The people team seeks to enable the development, implementation and maintenance of integrated and cohesive HR policies, processes and practices that align with our strategic direction. Providing high quality, professional HR advice and support to managers and staff, working in partnership with them are key to RNZ's success.

As an independent and commercial-free public service broadcaster, RNZ's purpose is to serve the public interest.

Te Mahi - About the job

- Contribute to the delivery of HR advisory services in accordance with the People Team's annual business plan, which may include support with: recruitment, performance management, remuneration, employment relation issues, Collective Bargaining Process and other union matters, HR Reporting and analysis and other HR processes
- Provide coaching to managers, to support their effective management and leadership of their teams and provide a positive employee experience
- Lead and/or support HR Projects including the relationships between RNZ's and external agencies as appropriate and when required
- Ensure the People Team are well informed about all significant HR issues, on a no surprises basis
- Support our recruitment and selection process, and as appropriate approve and/or prepare employment related contractual documentation
- Provide coordination support to the People Team including but not limited to responding to queries related to leave, pay, and parental leave and managing the people inbox as appropriate and when required
- Contribute constructively to the effectiveness of the People Team
- Promote understanding of Te Tiriti and cultural diversity and seek appropriate ways to increase this within area of responsibility and RNZ as a whole

Ōu Pūkenga - About You

Knowledge & Experience	• Demonstrated high levels of achievement and recognised success in an HR advisor/coordinator role • An understanding of NZ Employment Law and managing employment relations including formal processes • Knowledge and experience of HR operations, policies and processes. • Specialist knowledge in some of the following: recruitment and selection, learning and development, performance management, remuneration, HR systems, employment legislation. • Demonstrated experience of successfully influencing behaviours and/or culture change within teams, business units or organisations • Experience in coaching employees across all levels
Skills	• Excellent communication skills, particularly active listening and the ability to provide advice that is clear, focused and tailored to the recipient • Influencing, negotiation and conflict resolution skills • Able to efficiently draw out and use ideas from different people, while generating a sense of shared direction and cooperation • Demonstrated success in establishing and maintaining constructive relationships across all levels of an organisation

	• Demonstrated ability to identify innovative and pragmatic business solutions and initiatives that meet both individual and business needs • Excellent organisational and planning skills • Proven ability to work independently, while also a team player
Personal Attributes	• A proven track record for commitment to excellence • A reputation as a person of high integrity • Thrives on innovation and new challenges • Quickly adapts to need for change and is flexible in approach • Displays high energy, commitment and passion • Resilient • Strong outcome orientation • Sense of fun and humour • Collaborative team player, who uses their strengths and expertise to get great outcomes while developing others • Comfortable to ask questions and seek support • Recognises the value of cultural and community diversity

Te Ahurea - Our Culture

RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.