



Position Description

Title	Human Resources Business Partner
People and Partnerships	
Locations:	Auckland or Christchurch
Reports to:	Manager HR Business Partnering and Employment Relations
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	July 2024

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

The People & Partnerships Team strive to create a performance focused, engaged culture that puts safety and wellbeing first while championing our values, vision and strategy. They play a critical role in supporting the business to achieve its purpose, vision and strategic objectives, while providing a high quality internal service that is impactful, proactive and innovative. The People Team lead programmes and initiatives across organisational development, strategic workforce planning, performance management, employment relations, talent acquisition and management, remuneration and benefits, and learning and development.

Purpose of the Position

To provide professional human resources advice, guidance and support to managers of Airways. Working in partnership with internal customers to proactively identify people related business needs, resolve issues and provide the calibre of support that builds line management capability in all aspects of the people side of the business. This includes ensuring generalist advice and practices appropriately reflect People strategies, policies and frameworks

consistent with our desired culture and to support successful achievement of business objectives, commitments, and the organisation’s Vision and Values.

General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability	
Leadership	<ul style="list-style-type: none"> ▶ Be a role model for our shared values; foster and promote a customer-focused delivery environment. ▶ Maintain familiarity with relevant legislation and regulations and best practice in HR in New Zealand; make recommendations and translate into required practices and ensure compliance ▶ Promote the function and activities undertaken by the People Team; represent Airways professionally and enthusiastically. ▶ Empower and encourage people to develop in their roles and their skill sets. ▶ Lead and contribute to project teams to deliver an integrated People & Partnerships service.
Business Partnering	<ul style="list-style-type: none"> ▶ Ensure appropriate advice and support is provided to the company’s business areas on a portfolio basis ▶ Effectively partner with the People Team, to contribute to the development and implementation of HR strategies, initiatives and frameworks. ▶ Provide and/or ensure specialist support, advice and guidance as required by the business underpinning both change and growth activities. ▶ Build and maintain effective team working relationships ensuring People development activities align with other organisational priorities and initiatives through active collaboration and coordination of initiatives to meet business and People requirements. ▶ Support the management of employee relations, communications and organisation development initiatives through facilitation, coaching and advice that manages and minimises risk to the company. ▶ Build and maintain effective internal cross functional relationships and external relationships by providing information to ensure HR excellence is maintained, identified and applied to all activities.

	<ul style="list-style-type: none"> ▶ Provide on-going coaching to support the development of managers in regards to recruitment, selection and employment activities and decisions. ▶ Fulfil all legislative and company requirements regarding corporate records, a record being defined as any information created or received as part of normal prudent business activity.
Continuous Improvement, Reporting, Project Management	<ul style="list-style-type: none"> ▶ Ensure continuous improvement in HR services and portfolios through actively reviewing processes, relevance and value add to the business as well as ensuring accurate maintenance of systems and processes. ▶ Provide and review information that supports understanding of key trends and issues regarding labour market and local competitiveness as and when required to assist the business with decision making. ▶ Provide accurate weekly, monthly and ad hoc reports as required to support business decision making. ▶ Contribute as a team member for nominated People projects ▶ Any other work related task as may be required from time to time in line with your skills/experience.
Self-Development	<ul style="list-style-type: none"> ▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
Health & Safety	<ul style="list-style-type: none"> ▶ Responsible for proactively demonstrating Airways Safety value - it's at the heart of everything we do. ▶ Responsible for operating role in a safe manner and striving for continuous improvement in health & safety throughout the business. ▶ Responsible for ensuring Airways security is maintained at all times. ▶ Accountable for proactively raising health or safety issues in line with Airways safety management systems and participating in position related health & safety training.
Travel Requirement	<ul style="list-style-type: none"> ▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	<ul style="list-style-type: none"> ▶ Responsible for managing a budget of \$ Nil
Financial Delegation	<ul style="list-style-type: none"> ▶ Delegated financial authority for Capital Expenditure of \$ Nil ▶ Delegated financial authority for Operational Expenditure of \$ Nil

Contractual Delegation	▶ Signing Authority to a limit of \$ NIL
Legislative Owner	▶ NIL

Key Relationships / Customers	Nature of Relationship
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Internal

Manager HR Business Partnering and Employment Relations	Manager
People Leaders	Key stakeholders and customers
People & Partnership Team Members	Work collaboratively with
Managers and Employees of Airways	Be visible and credible subject matter expert

External

Professional Associations (Unions)	Engage collaboratively with
External Networks	Support Business Relationships
Vendors and Suppliers	Commercial management

Formal Qualifications / Training / Experience	Required	Desirable
Relevant Tertiary degree in Human Resources, Industrial & Organisational Psychology or equivalent experience in human resources in New Zealand or internationally	✓	
Significant (8 to 10 years) Human Resources advisory experience or experience gained from varied Human Resources roles	✓	
Solid New Zealand employment/industrial relations experience including knowledge of the legislation affecting HR functions	✓	
Solid commercial acumen, including an ability to position HR solutions appropriate to Airways commercial environment	✓	
Strong ability to plan, organise and complete assigned tasks, as well as balancing conflicting internal and external demands and pressures	✓	
Previous experience in, and a genuine passion for the Aviation, Transport or Technology industries		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Exceptional interpersonal skills with the ability to communicate with a diverse range of audiences	✓	
Commercially savvy with the ability to understand how the HR function contributes to the commercial success of Airways	✓	
Drives complex projects to completion on time and within budget	✓	
Exceptional communicator both written and verbally	✓	
Demonstrates thought leadership in human resources	✓	
Demonstrates Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	
Is Visible - Gets out of the office and is visible in the workplace and at crucial meetings; takes the time to know staff as individuals; walks the talk - what they say is what they do; is friendly and approachable - makes time for staff; takes problems and ideas seriously, is prepared to modify position and keeps people informed.	✓	
Enthuses and Inspires - Is enthusiastic about what they do; has drive and energy and is prepared to do more; gets boots dirty and rolls up sleeves; sets the scene by painting the whole picture, gives goals and is genuinely interested in how things are going by keeping people posted on performance; is calm in the face of negativity and doesn't back off	✓	
Leads Change - Builds a thorough understanding of the need for change, including the historical context and potential effects on people before implementation; creates an understanding of the need for change; draws on people with previous experience or skills who can support the process; implements the change.	✓	
Partnership and Customer Focused - Builds and manages networks and relationships with external partners, customers and internal contacts; identifies conflicts and resolves based on the values and the stakeholder triangle; looks for win/win solutions; builds respect rather than seeking to be liked; creates opportunities to assist networking; represents Airways professionally; has a feel for what is happening in the marketplace.	✓	

<p>Owens Decisions - Consults with people, accesses information and analyses facts; considers impacts on stakeholders triangle; has confidence in, and owns the decisions; is consistent in their decision making.</p>	✓	
<p>Planned & Organised - Develops realistic plans to ensure deadlines are met; ensures all resources available to implement the plan; continually reprioritises as new work comes in, based on criteria and information from the customer; works on a number of jobs simultaneously without any dropping off.</p>	✓	

Our values underpin everything we do



We are
safe

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for
excellence

We deliver our best work each and every day, and look for ways to continue to improve what we do



We are
One Airways

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration



We celebrate
success

We recognise our people's achievements, big and small, and celebrate our successes