



Position Description

Title	Senior HR Advisor
People and Partnerships	
Locations:	Christchurch
Reports to:	HR Business Partnering and Employment Relations Manager
Direct Reports:	N/A
Indirect Reports:	N/A
Date:	July 2026

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 Group manages our people, customer and stakeholder relationships, communications, sustainability, and strategy. They ensure an integrated approach to managing internal and external relationships, promoting a customer-focused and engaged workplace culture. They oversee strategic customer and stakeholder relationships, communications, and the development of Airways Corporate Strategy, including sustainability.

The Group plays a critical role in supporting the business to achieve its objectives by providing high-quality internal service and advice that is proactive, innovative, and impactful.

Purpose of the Position

The Senior HR Advisor provides enterprise-wide human resources expertise that enables effective people leadership and organisational performance. Working across the organisation, the role supports leaders and collaborates closely with HR Business Partners to deliver expert advice across a broad range of people matters, manage employee relations matters within

delegated authority, and contribute to strategic people initiatives. The role promotes the consistent application of people policies, employment legislation and best practice while building leadership capability and supporting a high-performing, engaged workforce.

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	▶ 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.
HR Advisory	▶ Provide day to day advice to leaders across Airways on variety of people related matters. ▶ Manage and support employment relations matters including disciplinary, grievance, performance and medical incapacity processes, escalating complex matters to the relevant HR Business Partner. ▶ Provide advice on employment agreements, policies and legislative requirements. ▶ Support collective bargaining activities as required. ▶ Build leader capability through coaching and practical advice to minimise employment risk and promote positive employment relationships. ▶ Assist with organisational change and consultation processes.
Relationship Management	▶ Build effective relationships with leaders and employees across all areas of Airways. ▶ Develop an understanding of business operations, priorities and workforce challenges. ▶ Work collaboratively with HR Business Partners and specialist teams to deliver integrated people solutions. ▶ Provide timely, pragmatic and commercially sound advice that supports business outcomes.

Continuous Improvement, Reporting, and Projects	▶ Identify opportunities to improve HR processes, systems and service delivery. ▶ Contribute to the development and implementation of people initiatives and programmes. ▶ Analyse people data and provide insights to support decision making. ▶ Contribute to People & Partnerships projects and initiatives. ▶ Maintain accurate employee records and ensure compliance with organisational requirements.
Self-Development	▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
Health, Safety & Risk	▶ 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. ▶ Responsible for identifying and proactively reporting risks. ▶ Participates in activities undertaken to manage risk across Airways including improving controls effectiveness.
Travel Requirement	▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	▶ Responsible for managing an <u>opex</u> budget of \$NIL.
Financial Delegation	▶ Delegated financial authority for <u>capex business cases</u> \$NIL. ▶ Delegated financial authority for <u>transactional expenditure</u> of \$NIL.
Contractual Delegation	▶ Signing Authority to a limit of \$NIL. ▶ Please refer to Delegated Authority Policy for further information.
Legislative Owner	▶ NIL.
Safety Sensitive	▶ NO

Key Relationships / Customers	Nature of Relationship
Internal	
Manager HR Business Partnering and Employment Relations	Manager
HR Business Partners	Work collaboratively with
Remuneration and People Experience Teams	Work collaboratively with
People Leaders and Employees of Airways	Key stakeholders and customers.
External	
Professional Associations (Unions)	Engage collaboratively with
External Service Providers	Support delivery of people services and initiatives
External Networks and Industry Groups	Maintain professional knowledge and relationships.

Formal Qualifications / Training / Experience	Required	Desirable
Relevant tertiary qualification in Human Resources, Employment Relations, Business or related discipline	✓	
Significant HR advisory experience (typically 5-8 years) across a broad range of HR disciplines	✓	
Strong practical knowledge of New Zealand employment legislation and employment relations processes	✓	
Experience supporting organisational change and employee relations matters	✓	
Experience providing advice to managers and building leadership capability	✓	
Experience working in a complex operational environment		✓
Job evaluation experience or training		✓
Experience in aviation, transport, infrastructure or technology environments		✓

Key Competencies / Skills / Knowledge	Required	Desirable
Exceptional interpersonal and relationship management skills	✓	
Strong employment relations capability and risk assessment skills	✓	
Excellent written and verbal communication skills	✓	
Strong coaching, influencing and stakeholder management capability	✓	
Ability to manage multiple priorities and deliver outcomes in a fast-paced environment	✓	
Sound analytical and problem-solving skills	✓	
Our Values - Demonstrates the 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.	✓	

Key Behaviours – Leading Self			Required
Put Our People First	Lead and Engage Authentically	Coaches and develops others: Helps others in day-to-day tasks and promotes a One Airways approach by sharing knowledge with others Fosters trust, safety, and inclusion: Treats others with respect and values diverse perspectives Celebrates the success and achievements of others: Congratulates peers on their success	✓
Serve all Airspace users	Safety Focused Thinking	Operates with a safety-led mindset: Takes personal accountability for the safety of themselves and those around them, and proposes new ideas to improve safety Applies a customer-centric lens: Understands the needs of relevant customers and stakeholders	✓
Block Future Growth	Innovation & Results Driven	Focuses on growth, financial performance, and drives innovation: Focuses on growth and financial impacts and looks for innovative solutions	✓

Key Behaviours – Leading Self			Required
		Considers future needs when making decisions: Understands future objectives and needs Strives for excellence in performance: Completes day to day tasks at a high quality	
Support Sustainable Aviation	Sustainability Champion	Promotes sustainability and champions sustainable practices: Champions Airways commitment to sustainability Embeds and improves sustainable practices: Adopts sustainable practices and proposes ideas for incorporating sustainability into existing processes	✓

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.