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| **Manager, Business Partnering People Group** | | | | | |
| **Our purpose**  **Manaaki tangata, Manaaki whanau**  We help New Zealanders to be safe, strong and independent | | | | | |
| **Our commitment to Māori**  As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations. | | | | | |
| **Our strategic direction** | | | | | |
| **Mana manaaki**  A positive experience every time |  | **Kotahitanga**  Partnering for greater impact | | **Kia takatū tātou** Supporting long-term social and economic development | |
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| **Our Values** | | | | | |
| **Manaaki**  We care about the wellbeing of people | **Whānau**  We are inclusive and build belonging | | **Mahi tahi**  We work together, making a difference for communities | | **Tika me te pono** We do the right thing, with integrity |
| **Working in the Public Service**  Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga  manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.  In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the  public service in our work. | | | | | |

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| **The outcomes we want to achieve** | | | |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | | New Zealanders participate positively in society and reach their potential |
| **We carry out a broad range of responsibilities and functions including** | | | |
| * Employment, income support and superannuation * Community partnerships, programmes and campaigns * Advocacy for seniors, disabled people and youth | | * Public housing assistance and emergency housing * Resolving claims of abuse and neglect in state care * Student allowances and loans | |
| **He Whakataukī\*** | | | |
| Unuhia te rito o te harakeke  Kei hea te kōmako e kō? Whakatairangitia, rere ki uta, rere ki tai; Ui mai ki ahau,  He aha te mea nui o te ao?  Māku e kī atu,  He tangata, he tangata, he tangata\* | | If you remove the central shoot of the flaxbush Where will the bellbird find rest?  Will it fly inland, fly out to sea, or fly aimlessly; If you were to ask me,  What is the most important thing in the world? I will tell you,  It is people, it is people, it is people | |
| **\*** We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī | | | |

# Position detail

## Overview of position

The Manager Business Partnering leads a national team of Principal HR Business Partners, ensuring senior leaders receive high-quality consistent, and forward focused people advice and support.

Reporting to the Director Workforce Design and Partnering, the role is key to delivering MSD’s

people strategies through business-aligned workforce plans and practical, trusted advice.

The Manager acts as the link between organisational wide people strategy and day-to-day delivery, ensuring people plans are implemented effectively and consistently. It supports continuous improvement of partnering practices, fosters integration with other People Group functions, and builds a strong, capable team that partners effectively with senior leaders to improve organisational capability, people performance, and workforce outcomes.

**Location**

National Office (Wellington)

**Reports to**

Director, Workforce Design and Partnering

# Key responsibilities

## Leadership and Strategy

* Drive the strategic direction and day-to-day management of the Principal HR Business Partner team to ensure high-impact, proactive support for senior leaders.
* Translate organisational priorities into clear, actionable people partnering strategies and workforce plans that deliver value at both the enterprise and business group level.
* Design, develop and implement business partnering frameworks, tools, and practices to ensure they are fit for purpose, future-focused, and enable high-impact support to senior leaders.
* Build a strong team culture aligned with MSD’s values and leadership expectations.
* Act as a key advisor and thought partner to the Director, Workforce Design and Partnering, contributing to the direction and evolution of the business partnering function.

## Strategic Partnering and Continuous Improvement

* Shape and influence the strategic positioning of the business partnering function to ensure it remains aligned with MSDs future direction, enterprise goals, and evolving workforce needs.
* Lead the identification and implementation of continuous improvement opportunities across the business partnering function to lift consistency, capability, and impact.
* Drive a culture of continuous improvement within the business partnering function, using data and feedback to enhance processes, tools, and ways of working.
* Champion the use of workforce insights and metrics to inform decision-making, assess performance, and identify capability needs.
* Identify and lead opportunities for continuous improvement not only within the business partnering team, but also across the wider People Group—ensuring the supports, products, and services provided to senior leaders are strategically aligned, consistently delivered, and contribute to improved organisational outcomes.
* Identify opportunities for improvement and innovation in partnership with other People Group teams. This includes sharing business group insights, challenges, and opportunities to inform our People Group work programme and monitoring the impact of any initiatives.

## Workforce Planning and Organisational Performance

* Work proactively with People Group Directors to lead cross-organisational workforce planning efforts to ensure workforce strategies meet current and future needs.
* Ensure alignment between organisational change initiatives and the business partnering model.
* Oversee capability uplift initiatives across business groups to ensure MSD has the workforce it needs to deliver services to New Zealanders in conjunction with the wider People Group and business stakeholders.

## Strategic Engagement and Relationship Management

* Build and maintain trusted relationships with senior leaders across the organisation.
* Represent the business partnering function in enterprise-wide forums and initiatives.
* Partner with HR leaders and peers across the People Group to deliver connected and cohesive support to business groups.
* Lead engagement with union officials as required and ensure business partners are equipped to support effective consultation.

## People Leadership and Development

* Lead, coach, and mentor Principal HR Business Partners to build a high-performance, collaborative team.
* Identify and support development opportunities for HRBPs, ensuring succession planning and talent development within the function.
* Foster a strong, inclusive culture within the team where continuous learning and development are encouraged.

## Risk Management

* Identify any organisational risks and take action to minimise their impact
* Effectively manage risks and establish and maintain a risk management framework.

## Embedding Te Ao Māori

* Embedding and building on Te Ao Māori within their leadership role.
* Create the conditions for Te Ao Māori and Te Tiriti o Waitangi in all decisions to ensure Te Pae

Tata is delivered and embedded in your business group.

## Health, Safety and Security

* Understand and implement your manager accountabilities as outlined in the HSS Accountability Framework.
* Ensure health, safety, security and wellbeing policies and procedures are understood, followed, and implemented by all employees.

## Emergency Management and Business Continuity

* Take responsibility for emergency management and business continuity confirming management of the critical functions that satisfy legislative, regulatory and client obligations are in place during and after a disruptive event.
* Ensure that policies and procedures encompassing emergency management, business continuity and crisis management arrangements are understood, followed, and implemented by employees.

# Know-how

* Extensive experience in strategic HR leadership and business partnering in complex environments.
* Demonstrated leadership of senior professionals and ability to coach experience HR practitioners to higher impact.
* Highly developed stakeholder management and influencing skills, with credibility at senior leadership levels.
* In-depth knowledge and experience in the development of HR policy, practices, and organisational frameworks.
* Strong knowledge and understanding of employment legislation, and how this applies practically in a large organisation.
* Strong understanding of organisational dynamics, strategy, and systems thinking.
* Advanced capability in HR practices, workforce planning, change leadership, and performance improvement.
* Skilled in using people analytics and insights to influence organisational outcomes.
* Familiarity with public sector structures and collective agreements desirable.
* Relevant tertiary qualification in Human Resources, Business, Organisational Psychology, or equivalent.

# Attributes

* Strong leadership presence with the ability to influence at the executive level.
* Commercially and politically savvy, with sound judgement and decision-making skills.
* Confident and strategic communicator across diverse audiences.
* Committed to continuous improvement and high-quality delivery.

# Key Relationships

## Internal

* Director, Workforce Design and Partnering
* Principal HR Business Partners
* Senior leaders across business groups
* People Group Leadership Team and wider teams

## External

* Government departments (incl. PSC) and other relevant agencies
* Union officials as necessary
* HR professionals in other government agencies

# Other

# Delegations

* Financial – No
* Human Resources – Yes **Direct reports – Yes Security clearance – No**

## Children’s worker – No

Limited adhoc travel may be required.

**Position Description Updated:** May 2025