

Position Description: People & Culture Manager

Directly responsible to:

General Manager People and Culture

Directly responsible for:

People & Culture Advisor, People & Culture Coordinator

Directly responsible for the functions:

- Implementation and operational delivery of People & Culture strategy and initiatives
- People advisory, employment relations and manager support
- People operations, systems and continuous improvement.

Our Vision

Thriving sheep and beef farmers, now and into the future.

Strategic priorities:

Championing farming excellence – On-farm extension focused on enhancing productivity, productivity and sustainability; Investing in research and innovation to solve sector production challenges.

Advocacy – Championing farmers' interests; Shaping the future domestically and internationally.

Energising the sector – Leading, building trust, reputation and confidence; Proudly celebrating sheep and beef farming.

Values

What we believe.
The essence of B+LNZ



Positivity and
Confidence

Fronting up

Caring about
quality and impact

Pushing
boundaries

All voices
count

Position purpose

The People & Culture Manager works closely with the General Manager People & Culture and leaders across B+LNZ and its subsidiaries to turn the People & Culture strategy into action and help build a high-performing, collaborative and purpose-led organisation that delivers value to farmers.

Acting as a trusted advisor, the role provides proactive advice, coaching and challenge to leaders, builds manager capability, and supports initiatives across performance and development, leadership, engagement, remuneration, employment relations and organisational change.

The People & Culture Manager leads the People & Culture team, ensuring high-quality advisory and operational support across the organisation. Through strong delivery and continuous improvement, the role helps create an environment where employees are connected to B+LNZ's purpose and able to perform at their best.

Key accountabilities

People Partnering and Implementation Leadership and Team Management Leadership Capability and Coaching Performance, Talent and Succession Remuneration and Workforce Planning Culture, Engagement and Organisational Development	People Operations and Employee Experience Employment Relations and Organisational Change Reporting, Insights and Projects Financial and Resource Management Health, Safety and Wellbeing
---	---

Key accountabilities

Job holder is successful when

1. People Partnering and Implementation <i>Work with leaders to turn People & Culture strategy and organisational priorities into action.</i>	<ul style="list-style-type: none"> Trusted and credible relationships are established with leaders and managers. Leaders seek and value People & Culture advice, coaching and constructive challenge. People implications of business decisions and organisational change are identified early and addressed. Workforce and capability issues are identified, with practical actions agreed and followed through. Insights and emerging issues from across the organisation are shared with the General Manager People & Culture to help inform future priorities.
2. Leadership and Team Management <i>Lead and develop the People & Culture team to provide high-quality, responsive support and operate as a trusted partner to leaders and the wider organisation, while continuously improving how the team works.</i>	<ul style="list-style-type: none"> The People & Culture team provides practical, timely and high-quality support, with a strong service mentality and understanding of organisational needs and priorities. Team members build trusted relationships with leaders and managers, providing sound advice, constructive challenge and practical solutions. The team is proactive, follows through on commitments and keeps people informed.

Values

What we believe.
The essence of B+LNZ



Positivity and
Confidence

Fronting up

Caring about
quality and impact

Pushing
boundaries

All voices
count

Key accountabilities	Job holder is successful when
	<ul style="list-style-type: none"> Team members have clear expectations, priorities and accountability for their work, and are supported to build capability and take greater ownership. Work and resources are prioritised against organisational and People & Culture priorities, with effort focused where it will make the greatest difference. Existing processes and ways of working are challenged and improved, with opportunities to simplify, streamline, automate and adopt better approaches actively progressed.
3. Leadership Capability and Coaching <i>Build manager and leadership capability through coaching, advice and the delivery of agreed development initiatives.</i>	<ul style="list-style-type: none"> Managers are equipped to lead effectively, set clear expectations, manage performance and develop their people. Leaders are increasingly confident handling people matters and making sound decisions. Agreed leadership development initiatives are effectively delivered and embedded. Coaching and practical support help leaders strengthen their capability over time. Emerging leadership capability needs are identified and fed into future People & Culture priorities.
4. Performance, Talent and Succession <i>Lead the effective delivery of performance, development, talent and succession processes across the organisation.</i>	<ul style="list-style-type: none"> Performance and development processes are delivered effectively and within agreed timeframes. Managers provide meaningful feedback, coaching and clear performance expectations. Strong performance is recognised and performance concerns are identified and addressed early. Talent and succession discussions result in practical development and business continuity actions. Processes are reviewed and improved based on organisational needs and feedback.
5. Remuneration and Workforce Planning <i>Support effective remuneration and workforce planning through strong delivery, analysis and advice.</i>	<ul style="list-style-type: none"> Annual remuneration processes are delivered accurately, consistently and within agreed timeframes. Remuneration decisions align with agreed frameworks, principles and budgets. Leaders are supported to identify current and future workforce and capability needs. Useful workforce data and insights are available to support planning and decision-making. Workforce, capability and remuneration risks are identified and raised early.
6. Culture, Engagement and Organisational Development <i>Implement and embed initiatives that strengthen culture, engagement and organisational effectiveness.</i>	<ul style="list-style-type: none"> Engagement and culture insights are analysed and communicated clearly. Leaders are supported to develop and follow through on meaningful actions.

Values

What we believe.
The essence of B+LNZ



Positivity and
Confidence

Fronting up

Caring about
quality and impact

Pushing
boundaries

All voices
count

Key accountabilities	Job holder is successful when
	<ul style="list-style-type: none"> Agreed culture and organisational development initiatives are effectively implemented and embedded. Employee feedback and organisational insights are used to identify what is working and where further action is needed. People & Culture initiatives contribute to a high-performing, collaborative and purpose-led organisation. Employee experience is continually improved across the employee lifecycle.
7. People Operations and Employee Experience <i>Ensure People & Culture systems, processes and services are efficient, reliable and support a positive employee experience.</i>	<ul style="list-style-type: none"> Recruitment, onboarding, payroll and employee lifecycle processes operate effectively. People policies, procedures and frameworks remain current, practical and aligned with legislation and organisational requirements. Employee records and workforce data are accurate and appropriately maintained. People systems and tools are fit for purpose and support efficient ways of working. Opportunities to simplify, improve or automate People & Culture processes are identified and progressed. Employees and managers receive timely, practical and consistent support.
8. Employment Relations and Organisational Change <i>Provide expert advice on employment relations and lead the effective implementation of organisational change processes.</i>	<ul style="list-style-type: none"> Employment relations matters are handled fairly, consistently, promptly and in line with organisational values and legal requirements. Managers are supported to address people issues early and confidently. Organisational change processes are well planned, communicated and implemented. Risks and complex matters are identified early and escalated appropriately. External advice is sought where required and used effectively. Lessons and emerging themes from employment matters inform future People & Culture activity.
9. Reporting, Insights and Projects <i>Provide useful workforce reporting and insights and lead People & Culture projects as agreed.</i>	<ul style="list-style-type: none"> Timely and accurate reporting and analysis is provided to the General Manager People & Culture and leaders. Workforce trends, risks and emerging issues are identified and clearly communicated. Board, Committee and Leadership Team reporting is supported with accurate information and analysis. Agreed People & Culture projects are delivered effectively and achieve their intended outcomes. Data and insights are used to support continuous improvement and better organisational decision-making.

Values

What we believe.
The essence of B+LNZ



Positivity and
Confidence

Fronting up

Caring about
quality and impact

Pushing
boundaries

All voices
count

Key accountabilities	Job holder is successful when
10. Financial and Resource Management <i>Manage delegated People & Culture budgets, resources and external providers effectively.</i>	<ul style="list-style-type: none"> Delegated budgets are planned, monitored and managed within agreed parameters. Expenditure is aligned with agreed People & Culture priorities. Budget variances and emerging cost pressures are identified and raised early. External providers and consultants deliver quality outcomes and value for money. Resources are used effectively to support organisational priorities and delivery.
11. Health, Safety and Wellbeing <i>Support the implementation and continuous improvement of B+LNZ's health, safety and wellbeing approach.</i>	<ul style="list-style-type: none"> The role actively contributes to the Health, Safety and Culture Committee and delivery of agreed priorities. Health, safety and wellbeing initiatives, policies, training and programmes are effectively implemented. Leaders and employees are supported to understand and apply relevant health, safety and wellbeing requirements. Incident, hazard and wellbeing processes are supported and appropriate follow-up occurs. Opportunities to improve health, safety and wellbeing practices are identified and progressed. The role demonstrates personal responsibility for health, safety and wellbeing and promotes a positive culture of care.

Key relationships

External

- Employment and legal advisors
- Recruitment partners and contractors
- People systems, payroll and other service providers
- Health, safety and wellbeing providers
- External consultants and specialist advisors

Internal

- General Manager, People and Culture
- Leadership Team and People Leaders across B+LNZ and its subsidiaries
- People and Culture team
- Employees across B+LNZ and its subsidiaries

Location

Wellington

Hours

Core business hours are Monday - Friday 8.30 – 5.00pm.

This position may be worked at 0.8–1.0 FTE (30–37.5 hours per week), by agreement.

The incumbent will be required to work outside of these hours from time to time.

DATED: October 2026

Values

What we believe.
The essence of B+LNZ



Positivity and
Confidence

Fronting up

Caring about
quality and impact

Pushing
boundaries

All voices
count

PERSON SPECIFICATION: People & Culture Manager

Technical Knowledge and Expertise

- Strong knowledge of New Zealand employment legislation and contemporary People and Culture practice.
- Sound understanding of performance and development, remuneration, employee relations, organisational change and workforce planning.
- Experience using people data and insights to support decision-making and continuous improvement.
- Good understanding of leadership development, engagement and organisational development approaches.
- Strong capability with HR systems and digital tools, with an interest in using technology to improve efficiency and employee experience.

Education and Experience

- Relevant tertiary qualification in Human Resources, Business, Organisational Development or a related discipline, or equivalent relevant experience.
- Significant experience in a senior generalist People and Culture, HR Business Partner or People leadership role.
- Demonstrated experience partnering with leaders and managers to deliver people initiatives and organisational change.
- Experience leading and developing a small team, or equivalent people leadership experience in a senior People and Culture role.
- Strong experience managing complex employment relations matters and supporting organisational change.
- Experience implementing and improving People and Culture processes, systems and frameworks.

Communication, Collaboration and Relationships

- Builds trusted and effective relationships with leaders, managers and employees across the organisation.
- Approaches conversations with curiosity, asks good questions and listens to understand different perspectives and needs.
- Provides clear, practical advice and constructive challenge, with the confidence to raise difficult issues when needed.
- Adjusts communication style and approach to suit different people, situations and audiences.
- Communicates clearly, keeps relevant people informed and follows through on commitments.
- Works collaboratively and brings people with them to achieve practical outcomes.

Leadership, Coaching and Capability Building

- Builds the capability and confidence of others through practical coaching, feedback and guidance.
- Sets clear expectations and creates accountability for delivery and follow-through.
- Is action-oriented, drives work forward and gets things done, maintaining momentum through to delivery.
- Develops team members and supports them to take greater ownership and work at a higher level.

Values

*What we believe.
The essence of B+LNZ*



**Positivity and
Confidence**

Fronting up

**Caring about
quality and impact**

**Pushing
boundaries**

**All voices
count**

PERSON SPECIFICATION: People & Culture Manager

- Leads change positively and helps others adapt to new expectations, processes and ways of working.
- Creates a collaborative team environment where people contribute ideas, challenge constructively and keep improving.

Personal Attributes

- Demonstrates integrity, sound judgement and professionalism, and maintains confidentiality.
 - Open to different perspectives and willing to challenge existing ways of working
 - Adaptable, pragmatic and comfortable working through change and ambiguity.
 - Has the confidence to address difficult people issues directly and constructively.
 - Demonstrates accountability, follow-through and a strong commitment to continuous improvement.
 - Demonstrates a willingness to develop and apply an understanding of Te Ao Māori, tikanga and te reo Māori in their work.
 - Has a strong commitment to supporting the success and prosperity of New Zealand's sheep and beef sector.
-

Values

*What we believe.
The essence of B+LNZ*



Positivity and
Confidence

Fronting up

Caring about
quality and impact

Pushing
boundaries

All voices
count