

Position description:

People Business Partner

Reporting to:

Strategic People Partner

Date:

October 2026

Location:

Wellington

The role

As a People Business Partner, you will help evolve the way we support and grow our People Leaders across the entire employee life cycle driving the success of our business.

Working in conjunction with the Strategic People Partner's and the wider People Team, you'll partner with the business developing strong trusted relationships and provide high quality advice, guidance and coaching on all people and employment related matters and enquiries. With your deep understanding of the business unit needs, you'll build their knowledge on relevant policies, practices, systems and tools, so they can consistently make informed, sound decisions about operational and strategic people issues and opportunities.

By lifting people leaders' overall capability, you'll enable them to manage effectively and increase levels of engagement, productivity and performance across the business.

Position accountabilities

- Understand the needs, priorities and operating environment of the Business Unit(s) you support, providing trusted advice on people policies and processes across the employee lifecycle and working closely with the Strategic People Partner to embed people solutions.
- Partner with People Leaders to build a high-performance culture, providing coaching and practical support to set clear expectations, embed regular feedback and development conversations.
- Provide advisory expertise to people leaders on employment relations and organisational change including oversight and resolution of complex ER issues such as personal grievances with support from a Strategic People Partner.
- Deliver end-to-end recruitment with People Leaders, including supporting role design, advertising, screening, interviews, and offers, ensuring a positive candidate experience.
- Identify and apply opportunities to use approved AI tools to improve people processes and services, protecting confidential information and applying professional judgement.
- Support People Leaders to address the impacts of AI adoption on roles, skills and ways of working.
- Maintain a clear understanding of the People strategy by aligning day-to-day work to the core priorities and contribute, where applicable, to the delivery of People Team objectives and key results (OKRs).



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Position accountabilities contd.

- Support the successful delivery of cyclical and out-of-cycle People activities and processes e.g. Performance and Remuneration reviews & Engagement surveys.
- Support implementation of people policies and procedures, within the business along with the wider People team.
- Hold a Subject Matter Expert portfolio that may be rotated across the Business Partner team, be responsible for keeping up to date on best practise trends, and ensuring Meridian's relevant processes are regularly reviewed, updated, applied by the wider People Team.

Knowledge, experience and skills

- Strong understanding of New Zealand employment law is preferred
- Tertiary qualified, preferably in an HR related field
- Broad generalist experience in a general HR role with proven experience on a range of people processes and activities e.g. end-to-end employment relations, organisational change, recruitment, remuneration and job design, people policies, engagement and capability.
- Strong commercial acumen - understands how the business operates and where opportunities exist to improve business performance through people
- Ability to deal with ambiguity and respond to changing and competing business priorities.
- Demonstrates a growth mindset, willingness to explore new ways of doing things, and uses feedback to make improvement.
- Strong interpersonal and influencing skills
- Experience partnering with and developing people leaders at a range of levels
- Excellent written and verbal communication skills
- Continuous improvement mindset- seeks out ways to explore if there is a better or different way of doing things.

