New Zealand
School Property Agency

Job description

Human Resources Business Partner

Business Group	Corporate, School Property
Location	Flexible, preferable Wellington
Delegations	TBC
Direct reports	Nil
Reports to	Manager, Human Resources

We build, maintain, and manage New Zealand's school property infrastructure so children and young people can learn and thrive.

NZ School Property Agency

Established in October 2026 as a standalone Crown entity, the New Zealand School Property Agency (NZSPA) manages New Zealand's school property portfolio on behalf of the Government.

We build, maintain, and oversee school property infrastructure to ensure schools have safe, fit-for-purpose learning environments.

Our priorities

- Deliver better value for taxpayers' money.
- Improve the agency's service to schools.
- Provide greater transparency on planning and school entitlements.

For more information about NZSPA, visit our website: www.schoolproperty.govt.nz.

Role Purpose and Responsibilities

The Human Resources Business Partner (HRBP) brings strong technical HR/ER generalist experience to NZSPA and is responsible for providing hands-on operational HR support and advice to manages across the full scope of HR. This includes providing advice to NZSPA managers, advising on and supporting complex employment issues and change work. The HRBP is key in demonstrating and contributing to an employee focussed, positive and constructive culture across all aspects of NZSPA operations.

The HRBP is responsible for:

- Providing professional, strong HR advice and support to NZSPA.
- Ensuring their advice works to resolve complex employee relations issues in a proactive and effective manner.
- Building and maintaining effective relationships with managers and staff to deliver trusted and credible services and advice.
- Developing a deep understanding of NZSPA in order to align advice and initiatives with business needs and priorities.
- Supporting other HR team members to provide high quality and timely advice and services to NZSPA including through mentoring or coaching.
- Lead and contribute to a range of projects and programmes within the HR and Corporate teams as required.
- Supporting and demonstrating the desired working culture of NZPSA through their actions and behaviours.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.

You will make decisions in accordance with NZSPA's policies and delegations' framework and ensure that your team comply with this framework at all times and in all decisions.

Knowledge, Skills and Professional Experience

- A proven HR Generalist with vast experience operating at the Senior Advisor/BP level.
- Tertiary qualification, preferably in Human Resources, or an equivalent combination of education and practical experience.
- Experience in building relationships and partnerships to achieve shared outcomes with the ability to establish credibility as a trusted advisor, business coach and influencer to management through a collaborative approach.
- In-depth knowledge of employment legislation.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.

- Excellent interpersonal and communication skills.
- Some understanding of the public sector and/or crown entity sector.
- Able to apply sound professional practice, knowledge, strategies, and tactics to a range of more complex business needs in the areas of either employment relations and/or workforce capability development and/or performance management and/or change management and/or HR policy development and/or talent management and succession planning
- Proven ability to coach and constructively challenge others to shift mindsets and foster collaborative action.

Equal Opportunity Statement

NZSPA is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organization and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Leadership Success Profile - Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Agency’s intranet.

In addition, the Agency expects all leaders to role model behaviours in alignment with the NZSPA Leadership Expectations.

Delegations and other legal requirements

Financial Delegations: TBC

People Delegation: TBC

Security Clearance and Police Vetting: The HRBP must complete Police re/vetting in accordance with NZSPA requirements.

Approvals

Date Reviewed and Approved	GF
Approved By	TBC