

# GM PEOPLE & CULTURE POSITION DESCRIPTION



<b>Reports To:</b>	Chief Executive Officer
<b>Location:</b>	Any SLSNZ Office
<b>Position Status:</b>	Permanent Full Time
<b>Direct Reports:</b>	TBC
<b>Key Relationships:</b>	CEO; GM Club Support & Capability; CFO; Rest of the Executive Leadership Team; Other Managers; Workers (permanent and seasonal employees, volunteers); Board
<b>Date Prepared:</b>	08 May 2025

## ABOUT SURF LIFE SAVING NZ

*As Aotearoa's leading beach & coastal safety, drowning prevention and rescue authority, we are truly unique, delivering proactive lifeguarding & essential emergency rescue services, a range of public education beach safety programmes, member education, training & development as well as a highly respected sport. With New Zealand having one of the highest rates of drowning (per capita) in the OECD, we are committed to changing this with a vision that No one drowns at the beach in Aotearoa New Zealand.*

*We do all this as a not-for-profit organisation and while we are well supported by central and local government we are not fully funded so rely on the generosity of the public, commercial partners, foundations, and trusts for donations and financial contributions to lead and support our incredible front-line volunteer lifeguarding services. SLSNZ is the national association and represents 74 Surf Life Saving Clubs with 18,000 plus members, including more than 4500 volunteer Surf Lifeguards. Lifeguards patrol over 80 locations in summer and provide year-round emergency call-out rescue services throughout Aotearoa, saving hundreds of lives each year and ensuring thousands return home safe after a day at the beach.*

[Surf Lifesaving NZ - Homepage](#)

## OUR ORGANISATIONAL CULTURE STATEMENT

People are at the heart of everything we do. We support our clubs, volunteers and each other through our values of:

Collaboration • Integrity • Respect • Wellbeing • Fun

We are an organisation that our People are proud to work for and our whanaungatanga (sense of kinship, connection, relationships through shared experiences and working together) provides our people with a sense of belonging.

## POSITION PURPOSE

The GM People & Culture is a key member of the executive leadership team, responsible for transitioning the HR function into a strategic, future-focused People and Culture capability that drives organisational development, performance, and engagement. This role leads all aspects of Human Resources, including compliance with employment law, talent acquisition and retention, leadership capability, and championing organisational values and culture.

As a trusted advisor to the CEO and executive leadership team, the GM People & Culture will design and implement people strategies, frameworks, systems, and policies that position the organisation as an employer of choice. The role ensures that the HR function actively supports organisational effectiveness, strengthens leadership, and enables a high-performing, inclusive, and values-aligned culture.

The GM People & Culture is also responsible for providing expert support to leaders in all areas of people management, including change leadership, performance and capability development, employment relations, and organisational design, to ensure that people and culture are at the centre of sustainable growth and impact.

## KEY RESPONSIBILITIES

<b>Strategic People Leadership and Business Partnerships</b>	<ul style="list-style-type: none"> <li>• Translate business strategy into an integrated people strategy aligned with SLSNZ’s purpose and values.</li> <li>• Provide strategic and operational HR advice to the Executive and Senior Management Teams.</li> <li>• Build strong, collaborative relationships across the business as a trusted adviser.</li> <li>• Champion workforce planning and capability development at all levels.</li> </ul>
<b>Organisational Development, Culture &amp; Change</b>	<ul style="list-style-type: none"> <li>• Drive continuous improvement in structure, processes, and workplace culture.</li> <li>• Lead and advise on organisational change initiatives including restructuring, engagement, and transformation.</li> <li>• Promote diversity, equity, and inclusion, ensuring cultural alignment with organisational values.</li> <li>• Support leadership development, succession planning, and cross-organisational capability building.</li> </ul>
<b>People Operations, Policy &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Oversee and continuously improve systems, processes, and frameworks for recruitment, onboarding, performance, reward, and more.</li> <li>• Ensure compliance with New Zealand employment law</li> <li>• Develop, update and implement appropriate policies that enforce the organisation’s values.</li> <li>• Maintain effective reporting and HR data insights for decision-making.</li> <li>• Ensure SLSNZ has in place robust systems to support the people strategy, including for: <ul style="list-style-type: none"> <li>○ Compliance</li> <li>○ Recruitment, onboarding and induction</li> <li>○ Retention – including reward (remuneration) &amp; recognition</li> <li>○ Training &amp; development</li> <li>○ Performance management</li> <li>○ Dispute resolution</li> <li>○ Employee lifecycle</li> <li>○ Employee feedback</li> </ul> </li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Proactively contributes to a culture committed to health, safety &amp; wellbeing of our staff and volunteers.</li> <li>• Other tasks and projects as identified by the SLSNZ CEO or their representative.</li> </ul>
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## SKILLS & QUALIFICATIONS

- Bachelor's degree in human resources (or equivalent experience).
- Minimum 8+ years' experience in a Senior Business Partner or strategic HR role.
- Proven expertise across employment law, performance, organisational design, and strategic HR planning
- Experience in leading change, building capability, and shaping workplace culture.

## PERSONAL ATTRIBUTES

- Strong strategic thinking and commercial acumen
- Excellent interpersonal, relationship and influencing skills
- High integrity, discretion, and sound judgement
- Strong written and verbal communication
- Confident in coaching, advising and facilitating across all levels
- Proactive, solutions-focused and results-driven
- Data-literate, with the ability to evaluate metrics and insights