



# Harmans Lawyers – People and Culture Manager

## Position Description and Additional Information

December 2025

## People and Culture Manager – Exciting New Role

- Lead the People & Culture function
- Deliver programmes to strengthen organisational capability
- Part Time opportunity – 20-25 hours per week

## About Harmans Lawyers

Harmans is a leading Christchurch law firm with a proud history of supporting individuals, families, and businesses across Canterbury and beyond. Known for their approachable style and trusted legal expertise, they are committed to building long-term relationships and delivering exceptional outcomes for their clients. As an employer, Harmans place value on creating a positive, inclusive, and supportive workplace where their people can thrive.

## About the opportunity

We are seeking a People & Culture Manager to support the day-to-day people operations of the firm. This sole charge role will work closely with the Business Operations Manager and leaders across the firm to ensure that organisational capability, culture, and leadership development are aligned with our strategic goals.

In this role, you will:

- Lead a discovery and review process of current people and culture practices, identifying strengths, risks, and opportunities.
- Design and implement improvement programmes that enhance engagement, leadership capability, and workforce resilience.
- Review, update, and embed people policies and frameworks to ensure compliance and best practice.
- Partner with leaders to build confidence and capability in people management, coaching and advising across recruitment, onboarding, performance, and employee relations.
- Support leaders to properly resource teams through best practice recruitment processes.
- Champion initiatives that strengthen culture, inclusion, wellbeing, and employee experience.

This role is part-time 20-25 hours per week, making it an excellent opportunity for someone seeking a leadership role with balance.

## About you

You will bring experience in People & Culture leadership or business partnering within a professional services or commercial environment, ideally supported by a relevant tertiary qualification. Engaging, credible, and approachable, you will have the confidence to work closely with senior leaders while remaining hands-on in delivery.

Your key skills and attributes will include:

- Strong influencing and coaching capability, with the ability to empower leaders

- Proven track record in developing and implementing people strategies, frameworks, and initiatives
- Good knowledge of employment law, compliance, and best practice HR standards
- Highly organised, detail-focused, and resilient, able to manage multiple priorities
- Empathetic and people-centred, with sound judgement in sensitive situations

In return you will enjoy the opportunity to impact change and capability across a progressive and positive organisation. Keen to find out more?

## How to apply

To view the position description and to apply, visit Decipher Group at

To learn more about Harmans Lawyers, visit them at <https://harmans.co.nz/>

For a confidential discussion about this role, contact Elise Elliott, Business Partner, at [elise@deciphergroup.co.nz](mailto:elise@deciphergroup.co.nz)

Please do not email us your CV and Cover Letter. Please use the *Apply Now* link on our website.

The advertisement features a purple and blue gradient background. On the left, the Decipher logo is displayed with the word 'decipher' in a bold, lowercase, sans-serif font. Below it, the company's website and address are listed: [www.deciphergroup.co.nz](http://www.deciphergroup.co.nz), Decipher Group, Level 4, 151 Cambridge Terrace, Christchurch. On the right, a white circular frame contains a portrait of a woman with short brown hair, smiling, and wearing a black top. The name 'Elise' is written in a large, bold, blue font above her. To the left of her portrait, the words 'Enthusiast', 'Innovative', 'Optimistic', and 'Committed' are listed vertically in a blue font. A small black arrow points from the text 'use the *Apply Now* link on our website.' towards the portrait.

## Our process



### OUTREACH AND ADVERTISING | Mid January 2026

Potential candidates identified through targeted search; applications reviewed and responded to.



### APPLICANT SCREENING | January 2026

Initial screening of applications as they are received. This may include a discussion with candidates about their motivations for applying. We aim to run a timely and efficient process.



### SELECTING AND SHORTLISTING | Late January

Once the role has closed our team will present the most qualified candidates to the client. Within this period, all applicants will receive notification of the status of their application.



### CANDIDATE INTERVIEWS | Early February

Decipher Group prioritises a robust and consistent interview framework, based on a behavioural and competency-based assessment. Candidates will be advised of the interview structure and who will be present on the panel. All interviewed candidates will receive prompt feedback and will be advised of next steps once we have debriefed with the interview panel.



### VETTING AND DUE DILIGENCE | Mid-late February

We conduct thorough background checks and referencing to further assess competencies of preferred candidate/s. Decipher Group utilises a third-party provider for pre-employment and probity checks such as criminal history, qualification, employment history and bankruptcy. Our team will notify you in advance prior to us contacting your referees. Throughout the entire process, candidate confidentiality and privacy remain an absolute priority.



### DECISION AND ONBOARDING | Late February

Following a rigorous evaluation, a conditional offer of employment will be made, subject to the completion of the above stage. Our team will communicate regularly with both the client and the successful candidate during this period. At the conclusion of the recruitment process, all remaining candidates will be notified, with the opportunity for feedback.

## Position Description – People and Culture Manager

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Position Title:	People and Culture Manager
Reports To:	Business Operations Manager
Functional Relationships:	Managing Partner and Partnership Group, all team members
Direct Reports:	None initially (subject to business needs)

### POSITION PURPOSE

The People & Culture (P&C) Manager supports the day to day people operations of the firm, , ensuring that organisational capability, culture, and leadership are positioned to drive long-term success. The role is accountable for developing and delivering people strategies, frameworks, and initiatives that build capability, foster engagement, and sustain a culture of high performance aligned with the firm's objectives.

As a trusted partner to the Business Operations Manager, Managing Partner, and Partnership Group, the P&C Manager influences and advises on all aspects of people, culture, and organisational development. The role ensures that workforce planning, leadership capability, and employee experience are integrated into the firm's strategy, enabling the business to anticipate future needs and respond with agility.

By embedding best practice in people and performance management, and by promoting an inclusive and positive workplace culture, the P&C Manager ensures the firm remains a place where talented people thrive and where business performance is enhanced through its people.

### KEY RESPONSIBILITIES

#### People & Culture Development

- Drive initiatives that enhance organisational capability, employee engagement, and a culture of high performance across the firm.
- Develop and implement retention strategies, including programmes to support the development of high-potential and key team members, and initiatives to encourage the return of valued former employees (e.g. an alumni network).
- Design and deliver programmes that build leadership capability at all levels, including coaching, mentoring, and targeted training.
- Promote and nurture an inclusive, respectful, and positive workplace culture that supports collaboration, wellbeing, and diversity.
- Monitor engagement and capability outcomes, providing insights and recommendations to leadership for continuous improvement.

## **P&C Strategy, Policies & Practices**

- Develop, review, and implement People & Culture policies, frameworks, and procedures that align with the firm's objectives and desired culture.
- Ensure policies and practices are compliant with employment legislation, aligned to professional standards, and reflective of HR best practice.
- Collaborate with the Business Operations Manager and Partnership Group to design and implement people-focused initiatives that drive strategic priorities and business performance.
- Contribute to workforce planning activities, ensuring the firm has the capability and resources to meet both current and future demands.

## **Leadership Support & Advisory**

- Provide hands-on advice and guidance to leaders across the full employee lifecycle, including recruitment, onboarding, learning and development, performance reviews, and employee engagement.
- Support leaders with the proactive management of performance and behavioural matters, ensuring issues are resolved fairly, constructively, and in line with the firm's values.
- Act as a trusted adviser to the Business Operations Manager, Managing Partner, and Partnership Group on People & Culture issues, workforce risks, and opportunities.
- Build leadership confidence and capability in people management through coaching, resources, and training interventions.

## **Employee Relations & Compliance**

- Build strong and trusted relationships with staff and leaders, fostering open communication and a supportive workplace culture.
- Proactively manage employment relations matters to ensure timely, fair, and effective outcomes, reducing risk and strengthening employee engagement.
- Ensure compliance with all employment law, workplace health and safety requirements, and relevant regulatory obligations.
- Provide reporting, insights, and recommendations to the leadership team on employee relations trends, risks, and opportunities.
- Maintain up-to-date knowledge of legal and HR compliance requirements, ensuring the firm remains aligned with current and emerging standards.

## **Recruitment and on-boarding**

- Lead the design and delivery of the end-to-end recruitment strategy, ensuring processes are professional, efficient, and reflective of the firm's brand and values.
- Partner closely with leaders to identify workforce needs, create accurate role profiles, and develop targeted attraction strategies to secure top talent.
- Manage recruitment campaigns, including advertising, candidate screening, assessment, interviewing, and selection, ensuring fairness, consistency, and compliance with employment law.

- Develop and maintain strong relationships with external recruitment agencies, universities, and professional networks to build proactive talent pipelines.
- Oversee and continuously enhance onboarding and induction programmes, ensuring new employees are welcomed, equipped, and supported to integrate quickly into the culture and deliver early performance.
- Implement feedback loops and metrics to measure the effectiveness of recruitment and onboarding, reporting insights to the Business Operations Manager and Partnership Group and driving continuous improvement.
- Provide training and guidance to leaders involved in recruitment and onboarding to build internal capability and ensure a consistently positive candidate and employee experience

#### **THE SKILLS AND ATTRIBUTES TO BE SUCCESSFUL:**

- Engaging, approachable, and interpersonally confident with strong relationship-building skills.
- Empathetic yet credible and strong, able to balance employee wellbeing with organisational needs.
- Highly organised, detail-oriented, and resilient under pressure.
- Strong influencing skills, with the ability to coach, guide, and empower leaders.
- Sound judgment and discretion in handling sensitive matters.

#### **THE QUALIFICATIONS AND EXPERIENCE TO BE SUCCESSFUL:**

- Experience in P&C management or business partnering within a professional services or corporate environment.
- Proven track record of developing and implementing P&C policies, frameworks, and initiatives, including recruitment and onboarding.
- Demonstrated success in advising and supporting leaders on people and performance matters.
- Good knowledge of employment law and P&C best practices.
- A relevant tertiary qualification in Human Resources, Organisational Psychology, Business, or a related discipline is desirable.

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[www.deciphergroup.co.nz](http://www.deciphergroup.co.nz)  
<https://www.linkedin.com/company/decipher-group-limited/>

#### **Our Diversity, Equity and Inclusion Statement**

Decipher Group care deeply about helping individuals achieve their full potential and supporting organisations to thrive by working toward a more progressive future. Fostering a culture of inclusion and belonging that truly values individual differences, backgrounds, and perspectives ignites creativity and new ideas – and this is part of what makes our team exceptional. For us, progress is the only goal worth benchmarking.