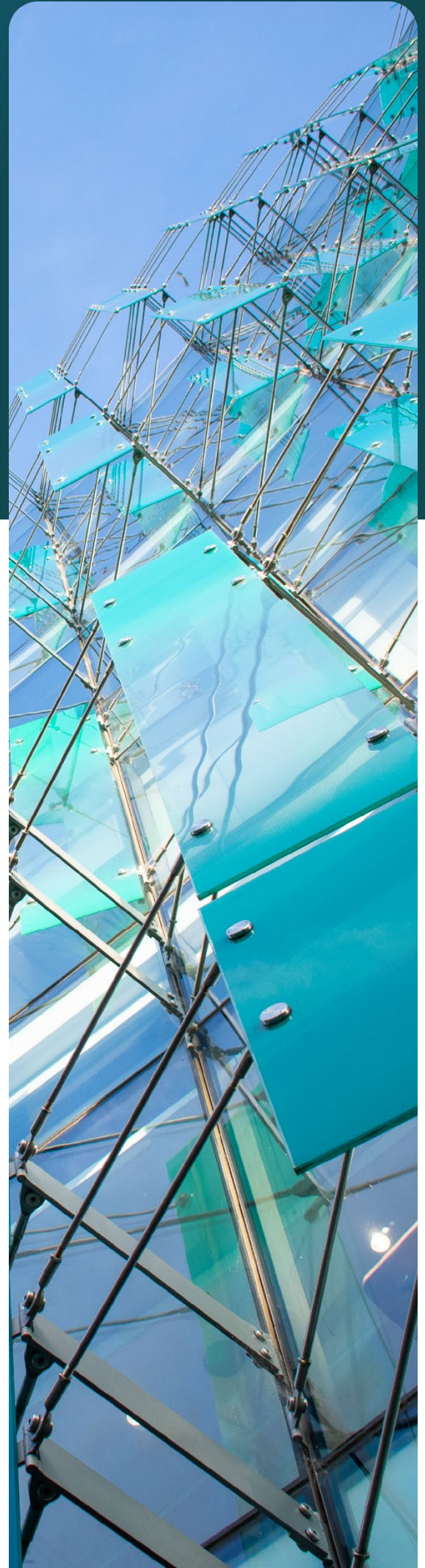


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Harmans Lawyers | Senior People & Culture Advisor

Position Description and
Additional Information

22 June 2026



Position Description – Senior P&C Advisor

Position Title: Senior People & Culture Advisor
Reports To: Business Operations Manager
Direct Reports: None initially (subject to business needs)

POSITION PURPOSE

The Senior People & Culture (P&C) Advisor supports the day-to-day people operations of the firm and provides trusted advice across all aspects of the employee lifecycle. Working closely with the Business Operations Manager and leaders across the business, the role contributes to the development and implementation of people initiatives, frameworks, and practices that strengthen capability, foster engagement, and support organisational performance.

The role provides specialist guidance on people, culture, employment relations, performance, and organisational development matters, ensuring people practices align with business objectives, legislative requirements, and organisational values. The Senior P&C Advisor supports workforce planning, capability development, and employee experience initiatives, helping the firm respond effectively to current and future workforce needs.

Through the application of best-practice people management approaches and a commitment to fostering an inclusive and positive workplace culture, the Senior P&C Advisor helps create an environment where people can perform at their best and contribute to the ongoing success of the firm.

People & Culture Development

Accountability: Contribute to the development and implementation of people and culture initiatives that support organisational capability, employee engagement, and business performance.

Key Expectations:

- Support the implementation of people and culture initiatives that strengthen organisational capability, employee engagement, and a high-performing workplace culture.
- Contribute to the development and delivery of retention initiatives, including programmes that support the growth of high-potential employees and maintain positive connections with former employees.
- Coordinate and facilitate learning, development, coaching, mentoring, and leadership development activities across the firm.
- Promote and support an inclusive, respectful, and positive workplace culture that encourages collaboration, wellbeing, and diversity.

- Monitor employee engagement and capability indicators, providing insights and recommendations to support continuous improvement.
- Partner with leaders to identify opportunities to enhance employee experience and organisational effectiveness.

P&C Policies and Practices

Accountability: Provide advice and support to ensure people policies, practices, and frameworks align with organisational objectives, legislative requirements, and best practice.

Key Expectations:

- Develop, review, and maintain People & Culture policies, procedures, and documentation that support the firm's objectives and values.
- Ensure people practices remain compliant with employment legislation, professional standards, and contemporary HR best practice.
- Support the Business Operations Manager and Partnership Group with the implementation of people initiatives and organisational priorities.
- Contribute to workforce planning activities through the provision of workforce insights, data, and recommendations.
- Identify opportunities to improve people processes, systems, and practices to enhance efficiency and employee experience.
- Maintain accurate and up-to-date people records and documentation.

Performance and Capability Support

Accountability: Provide expert advice and practical support to leaders to strengthen people management capability and employee performance.

Key Expectations:

- Provide advice and support to leaders across the employee lifecycle, including recruitment, onboarding, development, performance, engagement, and career progression.
- Coach and support leaders in managing performance, conduct, and behavioural matters in a fair, constructive, and timely manner.
- Assist with the delivery and administration of performance review and development processes.
- Develop and deliver tools, resources, and training that build leader confidence and capability in people management.
- Support the identification of development needs and coordinate learning initiatives to address capability gaps.
- Promote consistent and effective people management practices across the firm.

Employee Relations and Compliance

Accountability: Provide trusted advice and support on employee relations matters while ensuring compliance with employment legislation and workplace obligations.

Key Expectations:

- Build effective working relationships with leaders and employees, providing trusted and responsive People & Culture support.

- Provide guidance on employee relations matters, supporting fair, consistent, and legally compliant outcomes.
- Assist in the management and resolution of workplace issues, investigations, and employment relations processes as required.
- Support compliance with employment legislation, workplace health and safety requirements, and relevant regulatory obligations.
- Prepare reports and provide insights on employee relations trends, risks, and opportunities to inform decision-making.
- Maintain current knowledge of employment law and emerging People & Culture practices, ensuring advice remains accurate and relevant.

Recruitment and Onboarding

Accountability: Coordinate and support recruitment and onboarding activities to attract, engage and retain high-quality talent.

Key Expectations:

- Coordinate end-to-end recruitment processes, ensuring a professional, efficient, and positive candidate experience.
- Partner with leaders to understand workforce requirements, develop role profiles, and support attraction activities.
- Manage recruitment administration, including advertising, candidate management, interview coordination, reference checking, and offer preparation.
- Build and maintain relationships with recruitment partners, educational institutions, and professional networks to support talent attraction initiatives.
- Coordinate onboarding and induction activities to ensure new employees are effectively integrated into the business and workplace culture.
- Monitor recruitment and onboarding outcomes, providing insights and recommendations for continuous improvement.
- Provide guidance and support to leaders involved in recruitment and onboarding activities to promote consistency and best practice.

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 all team members and managers.
- Sound judgment and discretion in handling sensitive matters.

THE QUALIFICATIONS AND EXPERIENCE TO BE SUCCESSFUL:

- Experience as a P&C Advisor or a P&C Business Partner 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 supporting managers on people and performance matters.
- Good knowledge of employment law and P&C best practices.
- Ideally a tertiary qualification in a relevant discipline.

Our Process



OUTREACH AND ADVERTISING | Applications close 13 July 2026

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



APPLICANT SCREENING | Early-Mid July

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 | Mid July

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 | Mid to Late July

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 | Late July

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 July

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.

Senior People & Culture Advisor (part-time)

- Trusted advisor across all aspects of People and Culture
- Support initiatives to strengthen capability and the employee experience
- 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 an approachable style and trusted legal expertise, Harmans is committed to building long-term relationships and delivering exceptional outcomes for all clients. As an employer, Harmans values creating a positive, inclusive and supportive workplace where our people can thrive.

The Opportunity

We are seeking a Senior People & Culture Advisor 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, providing trusted advice and practical support across all aspects of the employee lifecycle.

This is a broad and rewarding role where, as the Senior P&C Advisor you will contribute to initiatives that strengthen organisational capability, employee engagement, leadership effectiveness and workplace culture. In doing this, you will:

- Review current people practices and identify opportunities to enhance capability, employee experience, and organisational effectiveness.
- Support the implementation of people and culture initiatives that strengthen engagement, leadership capability, and workforce resilience.
- Review, update and maintain people policies, procedures, and frameworks to ensure compliance and alignment with best practice.
- Partner with leaders to provide coaching, guidance, and practical support across recruitment, onboarding, performance management, employee relations and development.
- Support workforce planning and recruitment activities to ensure teams are appropriately resourced and positioned for success.
- Coordinate learning and development initiatives that build leadership and people management capability.
- Promote initiatives that strengthen workplace culture, inclusion, wellbeing, and employee engagement.
- Provide advice and support on employment relations matters, ensuring fair, consistent and legally compliant outcomes.

This role is part-time, 20–25 hours per week, making it an excellent opportunity for an experienced HR professional seeking a meaningful role with flexibility and balance.

About You

To be successful as the Senior P&C Advisor, you will bring experience as a Senior HR Advisor, Senior People & Culture Advisor, or HR Business Partner within a professional services or commercial environment, ideally supported by a relevant tertiary qualification.

Engaging, credible and approachable, you will be comfortable building relationships across all levels while remaining hands-on in delivery.

Your key skills and attributes will include:

- Strong relationship-building, influencing and coaching capability.
- Proven experience supporting and implementing People & Culture initiatives and programmes.
- Sound knowledge of employment legislation and contemporary HR best practice.
- Experience providing advice and guidance across the full employee lifecycle.
- Strong organisational skills with the ability to manage multiple priorities and work autonomously.
- A practical, collaborative, and solutions-focused approach.
- High levels of professionalism, discretion and sound judgement.

What We Offer

In return, you will enjoy the opportunity to make a meaningful contribution to a well-respected Canterbury organisation that genuinely values its people. You will work closely with leaders, influence positive workplace outcomes and help shape an engaging and supportive employee experience while enjoying the flexibility of a part-time role. Keen to find out more?

How to apply

To discover more about Harmans Lawyers, visit www.harmans.co.nz

For a confidential discussion about the role; contact Lisa Edwards on 021 240 4410

Applications close: Monday 13th July.

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



Lisa Edwards
Senior Business Partner
Decipher Group

Relationship focused
Evaluative
Interested
Driven

decipher

Our Diversity, Equity and Inclusion Statement

Decipher Group cares 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.

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