



NEW ZEALAND THOROUGHBRED RACING

HEAD OF PEOPLE & PERFORMANCE
RECRUITMENT BRIEFING PACK

New Zealand Thoroughbred Racing Inc

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ABOUT NZTR

New Zealand Thoroughbred Racing (NZTR) is the regulatory and governing body for the sport of Thoroughbred racing in New Zealand. We are on a mission to create a sustainable and successful Thoroughbred Racing Industry for Kiwis to enjoy for many generations to come!

Racing is a significant contributor to the New Zealand economy, accounting for a remarkable \$1.6 billion (0.9% of GDP) and directly employing around 10,000 individuals.

At NZTR, we oversee all aspects of Thoroughbred racing, from licensing and registrations to setting the races and ensuring the wellbeing of our people and horses. Our industry is in the midst of some exciting dynamic change, with NZTR relocating to Cambridge, the heart of Thoroughbred racing, and an exciting new wagering partner, Entain. Together, we are driving the much-needed transformation to thrive for many years to come, attracting new talent and engaging a new demographic of punters, owners, and racing enthusiasts.

Join us at NZTR and be part of a team that is at the forefront of this exciting period of transformation in the New Zealand's Thoroughbred racing industry!

Our Purpose

To lead, advance and elevate the New Zealand Thoroughbred Racing industry.

Our Vision

A sustainable and successful Thoroughbred Racing industry in New Zealand.

Our Values

- Respect
- Integrity
- Innovation
- Collaboration
- Excellence



THE ROLE

We have an exciting opportunity for an experienced HR professional and people extraordinaire to join our growing team based in the heart of Cambridge. Reporting directly to the CEO, this role will work across the business to lead initiatives that empower our people to thrive. By fostering a supportive and inclusive workplace, you'll help shape a culture that attracts, engages, and retains top talent, positioning us as an employer of choice within the community.

Coming out of a time of significant transformation, relocating our business from Wellington to the Waikato and significantly investing in our people and culture, the foundations have been set! We have a new office; the team is thriving, and our business is in a stage of settling in under the leadership of our new CEO. This creates an incredible opportunity for an experienced HR professional with a true passion for people to take the reins, build on the good work that's been done and make this role their own!

You will lead the People and Performance function in its entirety for a growing business of circa 55 people. You will work closely with the leadership team to drive business improvements and implement initiatives to support our people! This is not a compliance role, but rather a true people partner, working alongside the business, building strong relationships across the board and supporting the long-term strategy by building people capability to deliver on our objectives.

This role is not about maintaining the status quo – we're looking for someone who can bring fresh ideas, feel comfortable with rolling up their sleeves and supporting with anything from the most mundane admin task to creating and implementing strategic initiatives! If this sounds like you, then we want to hear from you!



THE ROLE

We're on the lookout for a true people person who is ready to make their mark! Preferably you will have formal qualifications in Human Resource Management or similar, coupled with circa 5 years of hands-on HR experience. You will have strong interpersonal skills and find it easy to work across the breath of the business, building rapport and engagement in business initiatives. Experience in organisational design and change management will be a real advantage, as is system knowledge of Culture Amp, JotForm and Canva!

You will have the full HR and employee life cycle nailed, have experience in cost centre management, board reporting, be comfortable with working independently and have a knack for engaging people! You will be a strong people leader, capable of challenging the norm and leading change with empathy and good process!

Culture fit is of utmost importance, so your bubbly personality, can do attitude and willingness to roll up your sleeves is important! We're a vibrant, energetic team that values collaboration, positivity, and a good sense of humour. If you're someone who enjoys working alongside a diverse group of leaders and taking initiative on all things people and performance, you'll fit right in. This is your chance to bring your skills, insights, and energy to a team that's passionate about making an impact!

KEY ROLE ACCOUNTABILITIES

HR Operations and Strategy

- Develop and implement a comprehensive people strategy that supports the business goals and objectives.
- Partner with business leaders to identify and address current and future talent needs.
- Manage and improve the recruiting and onboarding processes to support talent attraction and retention.
- Design and implement a comprehensive compensation and benefit program that is competitive and aligned with the business values.
- Manage performance review processes that promote employee growth and development.
- Lead initiatives to foster a culture of diversity, equity, and inclusion throughout the business.
- Implement learning and development programs that help employees reach their full potential.
- Ensure compliance with all employment laws and regulations.
- Build and maintain strong relationships with employees, managers, and other stakeholders.
- Analyse and report on key HR metrics to inform decision-making and drive continuous improvement.
- Develop and implement a wellbeing strategy.
- Lead the social club committee to plan social events and build on a great culture.
- Lead any other people related business initiatives and projects as directed by the Chief Executive.

Leadership and People Development for Direct Reports

- Lead and direct, coach and guide, resolve issues and ensure appropriate funding and resources are available for your team.
- Create a high-performance culture through appropriate delegation and enablement.
- Lead performance reviews and annual employee goal setting.
- Encourage team collaboration and effective working relationships with other teams across the business.
- Drive engagement activities within your team.
- Drive employee development and training activities for your team.
- Create psychological safety within your team to encourage courageous conversations.



SKILLS AND EXPERIENCE

Person Specification

Success in this role will require the following:

- Proven experience in a Human Resource Management capacity with a minimum of 5 years in a senior HRBP or management capacity.
- Tertiary qualification in Human Resource Management or Industrial Psychology.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and ability to build rapport.
- An understanding or previous experience in Health and Safety practices would be beneficial.
- Demonstrated ability to write reports, policies and procedures as well as being proficient in the use of Microsoft Office software for the development of the above.
- Demonstrate ability to build a network of working relationships within an industry.
- Strong knowledge of NZ Labour legislation and change management.

Other Attributes:

- Ensures that a positive image is projected for the team, and the business.
- Microsoft Suite - Intermediate Level.
- Able to exercise judgement in problem solving.
- Demonstrate financial and business acumen.
- Continually look for ways to improve service delivery and business processes.
- Promote a culture of sharing knowledge and ideas within NZTR.
- Promote change within the team, encouraging innovative ideas to enhance service offering and improve efficiency.
- Outward looking – keen to see what others are doing and bring the best into NZTR.
- Ability to develop, manage and report on projects, from proposal to outcome and deliver outcomes, in accordance with pre-approved objectives, on time and within budget.
- Able to establish and maintain credibility through effective relationships.
- Ability to remain calm under pressure.

THE RECRUITMENT PROCESS

1. Search
This process will take place by using a variety of media platforms including industry channels and networks. During this period our Head of People & Culture may contact you to discuss initial screening questions.

2. Recommendations for shortlist and shortlist interviews
After the screening process, our Head of People & Culture will make a recommendation (with a summary report for each candidate) to the Hiring Manager.

Candidates selected from shortlisting will be contacted and invited to participate in the first round of interviews with the hiring manager and a possible second NZTR representative.

There may be more than one interview/discussion and other key stakeholders may be involved as required.

3. Due diligence and decision
Reference checking, police records and other online searches will take place for the leading candidate. Once all checks have been made, the interview panel will discuss and agree an appropriate offer to make to the selected candidate, offer letter prepared and agreement drafted for advice and review.

Unsuccessful candidates will be notified.

4. Contact Information
For more information on this role, please contact our Head of People & Culture on Tharsha.Adamstein@nztr.co.nz



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PUREI HŌIHO NĀTI O AOTEAROA