

Position Description

Role Title:	Executive Search Principal Consultant
Business Unit:	Executive Search & Recruitment
Position Status	Contractor, Hybrid
Reports to:	Executive Director Search and Recruitment

About HardyGroup (HG)

Established in 1989, HG is a specialist executive search, recruitment and leadership development organisation working across health, human services, public, private and for-purpose sectors in New Zealand and Australia. Our purpose is to contribute to the health and wellbeing of society through exceptional leadership talent solutions. Put simply, we Find and Grow Great Leaders.

Our values are:

- Exceed Client Expectations
- The Power of Team
- Act Like an Owner
- Make Change Happen.

Position purpose

The Principal Consultant will contribute to the continued growth and success of HG's New Zealand executive search practice through proactive business development, senior client relationship management and the delivery of high-quality executive search assignments.

The Principal Consultant will take ownership of their business development pipeline and search portfolio, leveraging established professional networks to identify and secure new opportunities. Working closely with clients, they will develop a deep understanding of their leadership requirements and deliver tailored executive recruitment solutions that achieve exceptional outcomes.

The position offers the opportunity to contribute to a growing New Zealand practice, supported by experienced colleagues and the wider HG business. The consultant will also have opportunities to lead assignments generated by HG, working collaboratively with the National Manager, New Zealand, and the wider executive search team.

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Key responsibilities

Business origination and commercial growth

- Independently identify, develop, pitch for and secure new executive search and recruitment assignments across New Zealand.
- Build a sustainable pipeline through existing relationships, referrals, targeted outreach, networking and sector engagement.
- Develop trusted relationships with Board Chairs, chief executives, senior leaders and other commissioning decision-makers.
- Prepare tailored proposals, participate in procurement and tender processes, and negotiate scope and fees within agreed delegations.
- Maintain accurate CRM records of leads, opportunities, conversion activity and prospective client relationships.
- Develop and deliver a personal business development plan and achieve agreed revenue and profitability outcomes.

Strategic client relationships and advisory

- Act as a trusted adviser on executive leadership requirements, role design, market conditions and search strategy.
- Lead client briefings to understand strategic priorities, organisational context, governance arrangements and leadership needs.
- Provide clear advice, progress updates and market intelligence throughout each assignment.
- Manage complex relationships and sensitive issues with discretion, sound judgement and professionalism.
- Build long-term client partnerships that generate repeat business and referrals.

End-to-end executive search delivery

- Design and lead rigorous, tailored search campaigns, including market mapping, research, direct approach and advertising.
- Develop or oversee Candidate Information Documents, search plans, selection criteria, advertisements and assessment frameworks.
- Engage and assess candidates through structured interviews, evidence-based evaluation and appropriate due diligence.
- Prepare high-quality longlists, shortlists, candidate assessments and recommendations for selection panels.
- Facilitate client and panel interviews, references, appointment decisions and negotiations as agreed.
- Provide timely, constructive candidate communication and feedback, and deliver to agreed timelines, budgets and quality standards.

New Zealand market knowledge and cultural capability

- Maintain current knowledge of leadership markets, workforce pressures and governance developments across health, human services, government and for-purpose organisations.
- Build relationships and talent networks across regions, sectors and communities in Aotearoa.
- Demonstrate respect for Te Tiriti o Waitangi and an understanding of its relevance to New Zealand leadership and recruitment.
- Use culturally responsive and inclusive approaches, including respectful engagement with Māori, iwi and hapū where relevant.

- Demonstrate appropriate pronunciation and use of te reo Māori and a commitment to continuing cultural learning.
- Work with HG cultural advisers and specialist colleagues where appropriate.

Commercial discipline, systems and professional standards

- Manage portfolio commitments, assignment budgets, milestones and agreed commercial outcomes.
- Maintain complete, accurate and confidential client, candidate and assignment records in HG's CRM and other approved systems.
- Comply with applicable New Zealand employment, privacy, human rights and related requirements.
- Identify and manage conflicts of interest, delivery risks and reputational issues promptly.
- Protect confidential information and uphold ethical, inclusive and evidence-based recruitment practice.

Collaboration and market presence

- Work collaboratively with the National Manager, New Zealand, search consultants, research and coordination colleagues.
- Share market intelligence and pursue appropriate cross-referrals across New Zealand and Australia.
- Contribute to thought leadership, sector events and HG's reputation and visibility.
- Promote relevant HG leadership development and talent services where aligned with client needs.
- Demonstrate HG's values while maintaining the professional autonomy appropriate to an independent contractor.

Key selection criteria

1. Executive Leadership and Sector Experience: Substantial senior executive or leadership experience, preferably within health, human services, government, the for-purpose sector or other complex service environments. Demonstrated understanding of organisational strategy, governance, performance and the challenges facing senior leaders and Boards.

2. Business Development and Commercial Acumen: A demonstrated ability to identify and convert business opportunities, build a sustainable pipeline of work and develop commercially successful relationships. Entrepreneurial drive, commercial judgement and the motivation to independently originate and secure new assignments.

3. Senior Stakeholder Engagement and Relationship Management: Established professional networks and credibility with senior executives, Board members and key decision-makers. Proven ability to build trusted relationships, influence stakeholders and engage confidently in complex and sensitive environments.

4. Strategic Advisory and Consulting Capability: Ability to understand organisational challenges, provide insightful advice and translate client requirements into tailored solutions. Strong analytical capability, sound judgement and the confidence to engage with senior leaders on strategic and organisational matters.

5. Executive Assessment and Search Capability: Demonstrated ability to assess leadership capability, organisational fit and executive performance, applying sound judgement and evidence-based decision-making. Capacity to adopt HardyGroup's executive search methodologies, assessment

frameworks and quality standards. Previous executive search or senior recruitment experience would be advantageous.

6. Independence, Accountability and Delivery: A proven ability to work autonomously, manage competing priorities and deliver high-quality outcomes. Strong personal accountability, initiative and the commercial discipline to develop and manage an independent portfolio of client assignments.

7. Cultural Capability and Inclusive Leadership: An understanding of Aotearoa New Zealand's cultural and organisational environment, including an appreciation of Te Tiriti o Waitangi and the importance of equitable, culturally responsive and inclusive leadership practices.

8. Collaboration, Integrity and Values Alignment: A collaborative and relationship-focused approach, with high standards of professionalism, discretion and ethical conduct. Commitment to HG's values and willingness to contribute to the success and reputation of the wider business.

Experience and professional background

The successful consultant will bring substantial senior executive or leadership experience, ideally gained within health, human services, government, the for-purpose sector or other complex service environments. They will have a strong understanding of the challenges facing organisations and their leaders, together with the credibility and professional networks to engage confidently with senior executives and Boards.

We are particularly interested in individuals who can demonstrate:

- **Executive leadership experience:** A successful track record in senior leadership roles, with an understanding of organisational strategy, governance, performance, transformation and the complexities of leading people and services.
- **Business development and commercial success:** Demonstrated ability to identify opportunities, develop relationships and secure new business, with the initiative and drive to build and sustain an independent portfolio of work.
- **Established professional networks:** Strong relationships and credibility with senior executives, Board members and key decision-makers, particularly within relevant New Zealand sectors.
- **Strategic advisory capability:** The ability to understand organisational challenges, provide sound advice, influence senior stakeholders and translate client needs into practical, tailored solutions.
- **Relationship management and communication:** Highly developed interpersonal, influencing and communication skills, with a reputation for building trust, exercising sound judgement and managing sensitive relationships.
- **Autonomy and collaboration:** The confidence, self-motivation and commercial discipline to operate independently, alongside a willingness to contribute to a collaborative, values-driven consulting team.
- **New Zealand sector and cultural understanding:** Knowledge of Aotearoa New Zealand's operating environment, including an appreciation of Te Tiriti o Waitangi, cultural capability and the importance of inclusive leadership.

Experience in executive search, senior recruitment, leadership advisory or professional consulting would be advantageous but is not essential. HardyGroup particularly values the insights, networks and credibility that come from having held senior leadership positions within the sectors we serve.

Contractor engagement and working arrangements

This is an independent contractor engagement on a fee-share basis, not a salaried employment position. The consultant is responsible for developing their own business pipeline and may accept mutually agreed HG-generated assignments as opportunities arise; such assignments are not guaranteed. A higher fee-share rate applies to personally originated work than to HG-originated work.

Wellington is preferred to support collaboration with the New Zealand team, with travel throughout Aotearoa and occasional trans-Tasman engagement as required by agreed assignments or HG strategy/team collaboration. Fee percentages, payment triggers, expenses, use of support resources, intellectual property, confidentiality, conflicts, termination and other terms will be set out in the contractor agreement. The agreement and actual working practices should be consistent with independent contractor status.