



Candidate Briefing Pack for Gallaway

Cook Allan

Opportunity: People & Culture
Manager



Briefing Pack for Gallaway Cook Allan

Robert—
—Walters

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The Opportunity

This is an exciting opportunity to lead the People & Culture function at Gallaway Cook Allan, a respected full-service law firm with more than 165 years of history in Otago. As People & Culture Manager, you'll play a key role in fostering a collaborative, high-performing and values-led workplace during a period of growth.

Working closely with the Chief Executive, partners and teams across the firm, you'll support initiatives spanning recruitment, leadership capability, employee engagement and organisational culture. This role offers genuine scope to influence strategy while building trusted relationships and creating positive outcomes for both people and clients.

About Gallaway Cook Allan

Gallaway Cook Allan combines deep local roots with a modern and collaborative approach to legal practice. The firm places strong emphasis on relationships, professional development and delivering practical, client-focused advice. GCA fosters an environment where people are encouraged to contribute, grow their careers and work closely alongside colleagues and clients across the business.

Their Values

Integrity

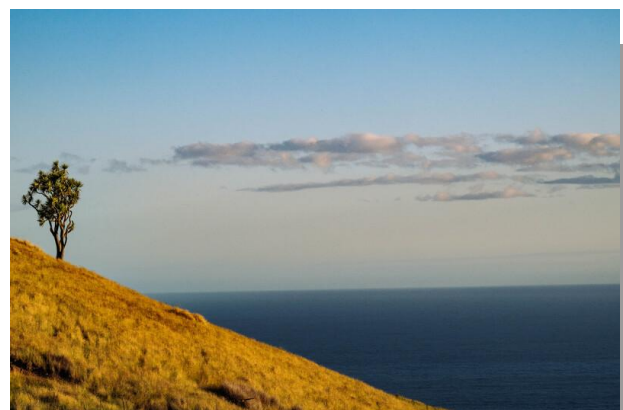
Integrity sits at the heart of the firm's approach, with a strong focus on professionalism, accountability and doing what's right. Building trusted relationships is underpinned by clear communication, sound judgement and consistently delivering on commitments to both clients and colleagues.

Collaboration

A collaborative and supportive culture encourages people to share ideas, learn from one another and work together towards common goals. Open communication, mutual respect and a team-focused mindset enable strong relationships and better outcomes across the business.

Excellence

A commitment to excellence is reflected in the quality of work, client service and ongoing development of its people. With a practical and forward-thinking approach, the firm continually looks for ways to improve, innovate and deliver meaningful results for clients and the wider team.



Candidate Timeline + Additional Information

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Employer Benefits

(not limited to)

- 5 Weeks' Annual Leave
- Car Park
- Mobile Phone Allowance
- Southern Cross Health Insurance
- Birthday Leave
- ANZ Banking Benefits

Additional information

- [GCA's Partners](#)
- [GCA's Story](#)

Follow the links to explore more about the organisation

Timeline

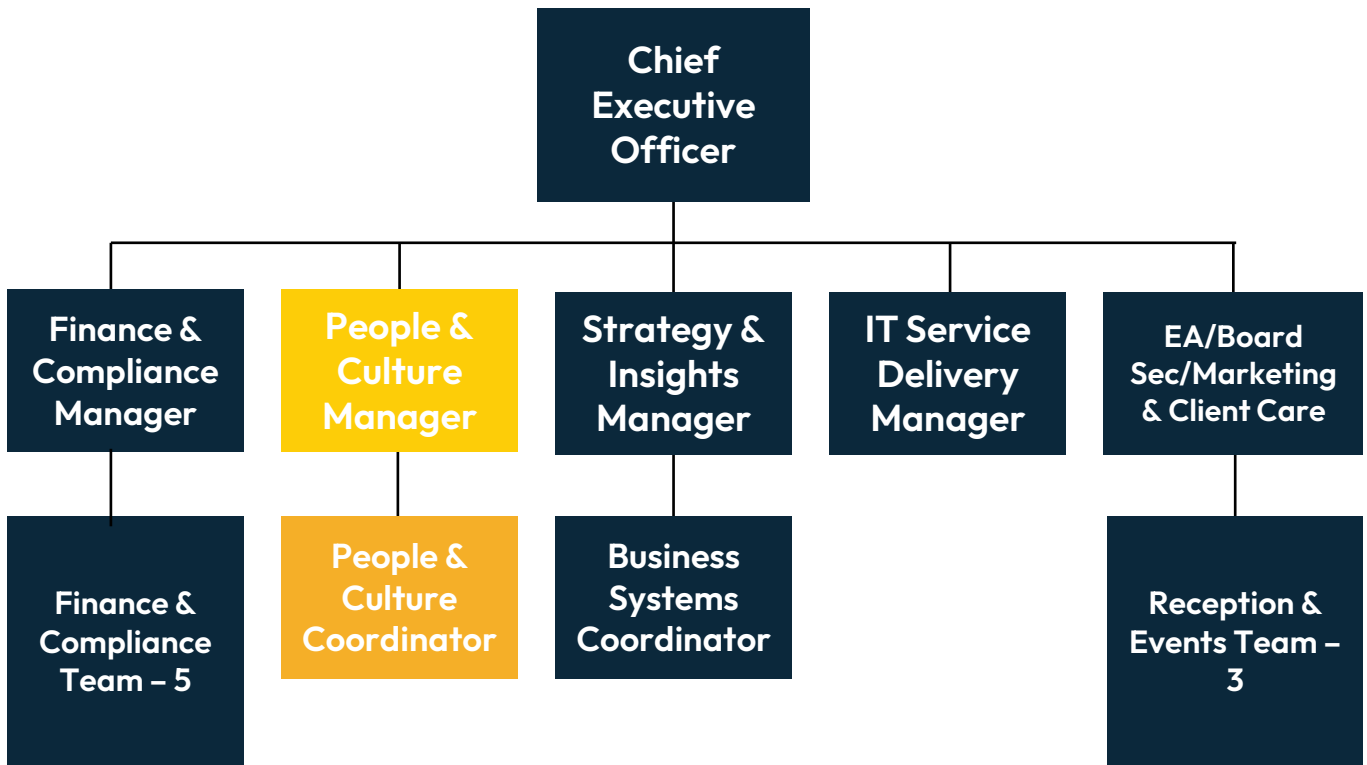
Please note that this timeline is a rough guideline and could change

Applications close	Deadline for applications	Sunday 7 th June
Longlist Interviews	Behavioural based interviews conducted by Robert Walters to be completed	W/O 8 th June & W/O 15 th June
Shortlist Panel Interviews	Appointment Committee conduct panel interviews with top 3 candidates	W/O 22 nd June
Psychometric Assessments	Background checks and psychometric assessments on final 1-2 candidates	W/O 22 nd June or W/O 29 th June
Final Interview	TBC	W/O 29 th June or W/O 6 th July
Due Diligence and final probity checks conducted	Compliance checks completed by Robert Walters on final candidates	TBC
New P&C Manager Appointment		TBC

Organisational Chart

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People and Culture Manager

Reports To: Chief Executive

Location: Dunedin (with travel across Otago region required)

Direct Reports: People & Culture Coordinator

FTE: Full time

About Gallaway Cook Allan

Gallaway Cook Allan (GCA) is a prominent Otago-based full-service law firm with a 165+ year history. Operating across the Otago region, with offices in Dunedin and Wānaka, our team of 80+ professionals provide expert legal advice to a diverse, client base including major institutions and regional organisations.

At GCA, we pride ourselves on fostering a collaborative, down-to-earth culture where every individual can bring their best self to work. We strive to create an environment where our people feel supported, enjoying meaningful connections with their colleagues, and work together to deliver exceptional service to our clients.

Our values – Integrity, Collaboration and Excellence – are at the heart of everything we do. They guide us on how we engage with each other, lead our teams, and deliver outstanding outcomes for our clients. These principles shape not only our approach to work but also the supportive and professional culture we continue to build as a firm.

Our Values in Action

Integrity

We act with honesty, professionalism, and sound judgment. We follow through on our commitments, take responsibility for our actions, and make decisions that foster trust with clients and colleagues.

Collaboration

We work together openly and respectfully, sharing knowledge and supporting one another to achieve the best outcomes. We value diverse perspectives and understand that strong results come from collective effort.

Excellence

We are dedicated to delivering high-quality work and continually improving how we operate. We take pride in what we do, focus on solutions, and strive to exceed expectations for our clients and each other.

About this role

The People & Culture Manager will lead all aspects of people strategy and delivery at GCA, playing a pivotal role in shaping a high-performing, engaged, and values-driven culture. Reporting to the Chief Executive and working closely with the partnership group, this senior leadership role combines strategic oversight with hands-on execution across recruitment, retention, performance management, leadership development, and culture initiatives.

This is an opportunity to make a tangible impact during an exciting period of growth for the firm. You will partner with leaders across Dunedin, Wānaka, and Central Otago to attract top talent, build leadership capability, and foster an environment where people thrive.

Key Responsibilities

As the People & Culture Manager at GCA, you will:

Recruitment & Retention:

- Develop and lead recruitment strategies to attract high-quality legal talent in a competitive market.
- Partner with marketing to enhance the firm's employer brand, supporting growth and positioning GCA as an employer of choice.
- Oversee end-to-end recruitment processes, ensuring a seamless candidate experience and alignment with the firm's values.
- Lead an engaging onboarding experience that ensures new team members feel welcomed, supported, and set up for success from day one.
- Implement retention strategies that foster long-term engagement, career development, and alignment with the firm's culture.

Leadership Development & Capability Building:

- Actively partner with the Chief Executive, Partnership, and People Group to enhance leadership capability across the firm.
- Provide coaching and practical advice to partners and people leaders on performance management, feedback delivery, and effective people management practices.
- Support alignment between individual leadership approaches and the firm's expectations, values, and behavioural standards.

Culture & Engagement:

- Champion initiatives that promote a collaborative, inclusive, and high-performing workplace culture aligned with the firm's values: Integrity, Collaboration, and Excellence.

- Drive employee engagement through regular feedback mechanisms, action plans, and targeted initiatives to strengthen team cohesion.

People Policies & Systems:

- Develop, implement, and maintain people policies that reflect best-practice standards while meeting legislative requirements.
- Oversee HR systems to ensure they are effectively utilised to support operational efficiency and data-driven decision-making.
- Champion a culture of health, safety, and wellbeing by maintaining fit-for-purpose systems and reporting to ensure legislative compliance and a safe working environment.

Performance Management & Frameworks:

- Embed performance management frameworks that include KPIs, leadership development, and structured feedback processes.
- Continuously refine People and Culture frameworks to meet evolving business needs while maintaining consistency across teams.

Employment Relations:

- Lead employment relations matters by providing expert advice on performance management, conflict resolution, disciplinary processes, and compliance with employment legislation.
- Ensure fair, consistent application of policies while fostering positive working relationships across all levels of the firm.

Strategic & Operational Delivery:

- Balance strategic priorities with hands-on day-to-day operational demands by delivering pragmatic solutions to complex people challenges.
- Coordinate the People Group to ensure alignment with organisational goals while leading key people-related initiatives.

What you'll bring

To succeed in this role, you will bring:

- Proven experience in a senior HR or People & Culture role, ideally within professional services or partnership-based environments.
- Demonstrated expertise in recruitment and talent acquisition, with a track record of attracting high-quality talent and delivering an exceptional candidate experience.
- Strong stakeholder engagement and influencing skills, enabling you to build trust quickly with partners and senior leaders through credibility, sound judgement, discretion, and mana.

- A strategic mindset paired with a hands-on approach, ensuring practical delivery of initiatives that achieve meaningful results.
 - Strong commercial acumen and an understanding of how people strategy drives client service excellence and business growth.
 - Confidence in navigating complex employment matters with care, professionalism, and sensitivity.
 - A proactive approach and a continuous improvement mindset, focused on delivering results while maintaining attention to quality and detail.
 - Resilience, adaptability, warmth, and empathy -bringing professionalism alongside a practical mindset that aligns with GCA's culture.
 - A visible and relationship-first leadership style that fosters meaningful connections across all levels of the firm.
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Why join us?

This is a unique opportunity to join a firm that values practical solutions, strong leadership, and meaningful outcomes for its people and clients alike. As part of GCA's leadership team during this exciting period of growth:

- You'll have significant scope to influence both people strategy and broader organisational direction.
 - You'll work within a supportive environment where your expertise will be valued.
 - You'll play a key role in shaping the future success of one of Otago's most respected law firms.
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