

Position details	
Position Title	Recruitment Advisor
Manager's Title	Team Lead, Recruitment Advice
Manager Once Removed	Recruitment Manager
Unit/Group	Human Resources / People
Position Number and Location	600/4214 (Christchurch or Invercargill)
Salary Band	E
Date	September 2020
Line/Service/Support	Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

I āianeī, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

#### Te Kaupapa

At Te Papa Atawhai, we express our spirit of service and serve Aotearoa through our purpose, *Papatūānuku Thrives*. This organisational strategy, Te Kaupapa a Te Papa Atawhai, puts nature and people at the heart of everything we do. Te Kaupapa is anchored by te reo Māori and te ao Māori, recognising that Te Tiriti o Waitangi and our relationship with our whānau, hapū and iwi are central to all our work.

#### Role context

The Human Resources (HR) Recruitment Team is part of the People Group. The HR Recruitment Team is responsible for overseeing the recruitment and onboarding of all permanent, fixed term and casual staff to DOC.

Te Papa Atawhai has around 2000 permanent employees and a highly seasonal workforce. We generally receive over 15,000 applications every year for the roles that we advertise. For the first time in its history, Te Papa Atawhai has recently established a permanent internal recruitment team to support hiring managers with one of the most important and strategic roles they undertake – selecting new people to join the organisation.

The recruitment advisory team supports hiring managers with advertising and sourcing, selection, interviewing, reference checking, and any additional testing required to determine a preferred applicant. Over time, we expect this team to also deliver a more strategic recruitment function that can maintain a forward-looking view of the capabilities we need, based on each Unit's workforce plan.

### Role purpose

To assist the Senior Recruitment Advisors to deliver professional recruitment advice and support to hiring managers across the Department.

### Key accountabilities and deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.

Accountability areas	Activities	Performance indicators
Assist hiring managers with recruitment	<p>Together with the Senior Recruitment Advisors, provide professional recruitment advice, support and guidance for hiring managers, partnering with them to ensure the best hire is made at the right time</p> <p>Act as sole support to the hiring manager for straightforward recruitment processes and support the Senior Recruitment Advisor as directed with more complex recruitment processes.</p> <p>Assist hiring managers with all aspects of the recruitment process, according to the needs of the hiring manager, including assisting set appropriate criteria for selection, writing advertisements and deciding on the best advertising channels, telephone screening, interview questions and interviews, reference checking and any skills or aptitude testing.</p> <p>Be the liaison between the hiring manager and the Recruitment Coordination team to ensure the recruiting process runs smoothly</p> <p>Provide excellent candidate care</p> <p>Ensure that recruitment processes and practices comply with all relevant employment legislation</p>	<p>You provide high quality, accurate and timely advice and support</p> <p>Hiring managers report value in the advice provided</p> <p>Senior Recruitment Advisors report that you provide accurate advice and excellent candidate care</p> <p>You model <i>manaakitanga</i> and actively encourage this in hiring managers</p>
Build relationships with suppliers of candidate pools	<p>Develop and maintain relationships with recruitment agencies and sourcing organisations</p> <p>Build networks and relationships with Māori and Pasifika partners to improve the ethnic diversity of Te Papa Atawhai's candidate pool</p>	<p>You successfully build and maintain key relations necessary for effective work performance</p>

Accountability areas	Activities	Performance indicators
	Build relationships with tertiary education institutions from which Te Papa Atawhai would expect to recruit graduates	
Safety and Wellbeing	<p>Contribute to DOC's Health and Safety systems and practices, including Job Safety Analysis</p> <p>Contribute to a strong safety culture and achieving DOC's goal of developing an injury free workplace</p> <p>Take all practical steps to ensure your own safety and the safety of others in the workplace</p> <p>Take into account conditions that affect own and others' health and safety</p> <p>Take a proactive approach to managing your own and others' wellbeing</p>	You comply with the Department's Health and Safety policy and guidelines
Engagement with whānau, hapū, iwi	Have effective relationships with and work collaboratively alongside whānau, hapū, iwi	You receive positive feedback from whānau, hapū, iwi
DOC and Team Contribution	<p>Display good team member behaviours</p> <p>Contribute to an inclusive, trusting and respectful team environment</p> <p>Work with your supervisor/manager to deliver against organisational priorities, and to further the objectives of the team/district</p> <p>Use team process effectively</p> <p>Behave in a way that aligns with DOC's values</p> <p>Abide by DOC's standard operating procedures</p> <p>Work collaboratively with other teams across DOC and contribute effectively to cross-functional teams</p>	<p>You behave in accordance with the Standards of Integrity and Conduct</p> <p>You can tell the 'Conservation Story' at your place i.e. how your work is contributing to the stretch goals</p> <p>You are seen as a team player</p> <p>You have effective relationships across DOC</p>
Work Management and Delivery	<p>Deliver on tasks as set out in work plans, annual expectations, task assignments and Monthly Operating Reviews</p> <p>Identify critical issues and risks and ensure they are constructively raised and addressed</p>	<p>Work plans are delivered on time, to specifications and within budget</p> <p>Managers are aware of obstacles to achievement of performance goals</p>

Accountability areas	Activities	Performance indicators
	Manage knowledge and information to ensure it is secure, current and appropriate access protocols are applied	You adhere to DOC's information management protocols
Stakeholder/Customer Engagement	Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Represent DOC and coordinate cross-agency initiatives within own area of responsibility	Your opinion is sought by others You receive positive feedback from customers and stakeholders

### Capabilities

*Thinking strategically:* Sees the bigger picture; keeps abreast of trends; and aligns work with DOC's vision and strategy

*Communication and influence:* Communicates in a clear and engaging manner and gets others on board

*Enhancing organisational performance:* Identifies and suggests opportunities to do things differently

*Building relationships:* Works cooperatively and collaboratively with others across DOC; builds relationships with external stakeholders and partners; and works effectively with local whānau, hapū and iwi

*Political savvy:* Shows political awareness

*Developing others:* Shares learnings and experiences with others

*Managing work priorities:* Plans and organises work to deliver on objectives

*Commitment to excellence:* Sets high personal and professional standards, and shows a high concern for accuracy

*Demonstrating understanding of the Treaty of Waitangi:* Demonstrates an understanding of the implications of the Treaty on today's society and conservation

*Demonstrating understanding of Māori Tikanga and protocols:* Demonstrates comfort engaging and working in partnership with iwi and tangata whenua

*Situational awareness:* Displays knowledge and awareness of situations; identifies relevant context to develop robust recommendations and make sound decisions

*Honesty and courage:* Displays integrity and a willingness to speak up

*Resilience:* Displays composure and a sense of perspective when the going gets tough

*Curiosity:* Displays openness to different perspectives

*Engaging others:* Connects with others, builds trust and listens

*Achieving ambitious goals:* Is committed to delivering on objectives

*Self-awareness and agility:* Understands self and adapts to change; is development focused



### Specialist skills and experience

- A minimum of three years' recruitment experience in either in-house/RPO or agency roles
- Experience providing recruitment advice and guidance to business
- Understands best recruitment practices
- Understands Diversity and Inclusion and Talent management strategies and how to apply them in recruitment and selection processes
- Able to engage effectively in a Māori setting including pōwhiri and whakatau. Willing to learn karakia, pepeha and local tikanga
- Excellent interpersonal skills, capable of establishing and building effective working relationships across the organisation
- Exceptional communication skills
- Public Sector experience preferred but not essential
- Current full driving licence

### Relationships

#### External

- Recruitment agencies
- Advertising providers

#### Internal

- Directors, Managers, Supervisors and Team Leads across departments
- Colleagues in the People Group and Organisational Development Unit

### Authorities

You are required to comply with the standard operating procedures of DOC. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).