

## Te Whakahuatanga | Job Description

<b>Job title:</b>	Recruitment Adviser		
<b>Group:</b>	Corporate Services   Te Kāhui Tangata		
<b>Reporting to:</b>	Kaiwhakahaere   Manager Environment, Emission & Adaptation		
<b>Location:</b>	Wellington		
<b>Salary band:</b>	15	<b>Date</b>	September 2022

### Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa I āiane, 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/aboutus>).

### Our values / Ngā uaratanga matua

<p><b>BOLD</b> <b>HE MĀIA</b></p> <p>We are courageous, shaping our place in the world</p>	<p><b>INVESTED</b> <b>KEI ROTO MĀTAU</b></p> <p>We are committed and responsible</p>	<p><b>COLLABORATIVE</b> <b>HE MAHI NGĀTAHI</b></p> <p>We are connected and journey with others</p>
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### Enabling New Zealanders to flourish – our purpose

Our purpose statement goes beyond describing what our organisation does. It succinctly and powerfully captures the value that we will deliver to New Zealanders.

- **Flourish:** A living organism flourishes when it grows or develops in a healthy or vigorous way, especially as the result of a particularly congenial environment. We think that's what transport should do for New Zealanders.
- **New Zealanders:** New Zealanders are central to what we do. This includes New Zealand Inc, the business sector, and our international connections, but at the heart of all of it people.
- **Enabling:** We are here to help create the transport ecosystem that will enable society and businesses to flourish and grow.

## **Recruitment Adviser**

The Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment.

The Corporate Services Group is responsible for leading the development of, and supporting the effective implementation of the Ministry's organisational and policy strategy, through the effective delivery of specialist corporate services.

This role is part of the Human Resources (HR) Team. The HR Team provides strategic and operational guidance, advice and support on all aspects of HR for the Ministry, including employee relations, recruitment and retention, induction, workforce planning, organisational development, learning and development, change leadership, staff engagement, payroll and HR reporting, health, safety and wellbeing, remuneration, policies and people management.

The role of the Recruitment Adviser is to provide end to end recruitment and selection advice, services and support, contractor procurement services to the Ministry and manage the Ministry's recruitment application tracking system (ATS) - Phoenix.

## **What you will do to contribute - key responsibilities**

The Recruitment Adviser partners with Ministry leaders to deliver end to end recruitment and selection advice, services, and support, to enable the successful delivery of the Ministry strategy.

This role is responsible for the end to end management and delivery of recruitment and selection process's and for leading the procurement and contracting support process for the Ministry's workforce.

## **Relationship Management**

- Building and maintaining effective and positive working relationship with senior managers, staff, and agencies to understand their capability requirements
- Advising and assisting managers with recruitment and selection process

## **Recruitment and Selection**

- Understand job duties and business requirements when recruiting new roles
- Take briefings from managers on vacancies
- Provide advice on business cases and justification/rationale for additional resource
- Draft job adverts and position descriptions as required
- Manage advertising of all vacancies
- Manage all recruitment agency relationships for both permanent, fixed term and contract staff
- Help build the capability of our hiring managers, by educating them on recruitment best practice
- Review and shortlist CVs for appropriateness for the role
- Position the Ministry as an excellent employer in all interactions with candidates
- Advise and assist on secondments, staff transfers and contractors

- Arrange interviews and brief panel members from within the Ministry
- Assist in the development and implementation of assessment centres for graduate advisers
- Proactively communicate with external and internal candidates throughout the recruitment process
- Work with HR colleagues to review progress against the Ministry’s recruitment strategy, and devise regular ways to inform the Ministry’s Leadership Team on progress
- Develop and provide reporting metrics on recruitment and selection activities
- Manage, maintain and improve the Ministry’s application tracking system, Phoenix, and liaise with the systems external host and provider
- Developing and managing best practice procurement strategy and processes for the engagement of contractors
- Lead and coordinate national and international recruitment campaigns
- Administer and interpret psychometric testing results
- Providing advice to managers and assisting with negotiations with third party vendors to secure services at an advantageous price and/or terms for the Ministry
- Managing and monitoring the contract database using information provided by the relevant parts of the business, working within agreed frameworks and procedures
- Developing, testing and monitoring fit-for-purpose contract for services frameworks and policies that are in line with All of Government guidelines and are able to be used for a variety of vendors
- Managing and monitoring procurement costs using key metrics of procurement spend and provide relevant reports as required
- Contribute to broader recruitment and contract workforce planning strategies
- Contribute innovative recruitment techniques to ensure the Ministry attracts high-calibre candidates

**Other:**

- Manage or contribute to other HR projects/work as and when required

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

**Who you will work with to get the job done**

<b>Internal</b>	Senior Leadership team
	All managers and staff
<b>External</b>	Recruitment agencies
	External providers/Consultants
	Government agencies and other organisations

### **Direct reports**

- Nil

### **Delegations**

- Nil

### **What you will bring specifically**

#### **Experience:**

##### Essential:

- Previous end to end recruitment and selection experience, preferably in the public sector
- A strong understanding of ability to support achievement of business goals
- Understanding of the development of the design, implementation and management of recruitment and selection strategies
- Ability to coach and mentor Hiring Managers and ensure best practice is followed
- Experience coordinating national and international recruitment campaigns
- Experience with AOG frameworks and processes
- Demonstrated ability to engage with and influence a wide range of internal/external stakeholders
- Strong coordination skills including experience in organising interviews, coordinating testing, facilitating assessment centres and diary management
- Organisational skills with the ability to multi-task and prioritise
- work to tight and competing deadlines
- Knowledge of current NZ employment law and HR practices as they relate to recruitment

##### Desirable

- Knowledge of Phoenix ATS and proven experience in system maintenance, enhancement and design
- Demonstrated experience interpreting and administering psychometric testing results

#### **Knowledge and skills:**

- Knowledge of New Zealand Government context
- Proven written and verbal communication, with strong influencing skills

### **Your health, safety and wellbeing**

At the Ministry we expect all employees to:

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report incidents and hazards promptly
- Know what to do in the event of an emergency
- Ensure personal health and safety standards are adhered to when at work or offsite when working

## **Leadership Success Profile - capabilities**

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

### **Honest and courageous**

Deliver the hard messages and makes difficult decisions in a timely manner to advance the longer-term best interests of customers and New Zealand.

### **Curious**

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspectives; to make fit-for-purpose decisions.

### **Self-aware and agile**

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

### **Resilience**

Show composure, grit, and a sense of perspective when the going gets tough; to help others maintain optimism and focus.