

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	Recruitment Advisor			
Reports to	Recruitment Lead			
Location	Any location			
Department	National People Services			
Direct Reports	-		Total FTE	-
Budget Size	Opex	N/A	Capex	N/A
Delegated Authority	HR	N/A	Finance	N/A
Date	May 2025			
Job band (indicative)	TBA			

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role:

At Health New Zealand, our Recruitment Advisors partner with a portfolio of directorates to deliver strategic and operational recruitment guidance, advice, and support to people leaders.

They are responsible for providing candidate-centric recruitment services within their portfolio, ensuring a seamless experience for our candidates and hiring managers. Additionally, our Recruitment Advisors provide mentoring and buddying to junior or new team members as appropriate. The Recruitment Advisors will take the lead on portfolio specific projects / deliverables and attend recruitment events when required.

Key Result Area	Expected Outcomes / Performance Indicators
Recruitment Deliverables	<ul style="list-style-type: none">• Responsible for the full recruitment process and provide advice on appropriate selection methodologies• Researching and providing advice to Hiring Managers on appropriate sourcing and candidate attraction strategies to achieve desired recruitment outcomes.• Advisory role to your portfolio of stakeholders for a range of recruitment related queries and use data to help inform decisions relating to talent attraction.

	<ul style="list-style-type: none"> • Contribute our team culture and mentor staff on a range of recruitment activities to ensure the processing of recruitment in a timely and accurate manner. •
Advice and guidance for Business to achieve service excellence and operational performance	<ul style="list-style-type: none"> • Achieves results in a quality, timely, and cost-effective manner. • Understands priorities, plans effectively, makes the best use of resources, and monitors progress against objectives. • Orchestrates multiple activities simultaneously to accomplish goals. • Demonstrates commercial awareness and intellectual curiosity. • Results-oriented with a focus on influencing outcomes. • Develop recruitment strategies, forecasting, and planning to understand current and future service requirements. • Provide specialist recruitment advice and support to hiring managers and the wider HR team as an expert in the allocated portfolio(s). • Engage in job briefings with hiring managers to create a vacancy delivery plan. • Develop recruitment plans that align with workforce strategies. • Gain a thorough understanding of professional registration requirements for relevant roles within the health sector.
Integrity and Trust	<ul style="list-style-type: none"> • Widely trusted with classified information. • Encourages open communication in an appropriate and helpful manner. • Takes responsibility for actions and admits mistakes. • Understands others and demonstrates empathy. • Exhibits courage and confidence in decision-making. • Shows tenacity in pursuing goals.
Customer Focus	<ul style="list-style-type: none"> • Dedicated to meeting the expectations and requirements of both internal and external customers. • Gathers first-hand customer information and uses it to improve products and services. • Acts with customers in mind, ensuring their needs are prioritised. • Establishes and maintains effective relationships with customers, gaining their trust and respect. • Work closely with clinicians to understand the vacancies and the roles you are recruiting.

Coaching Hiring Managers in Best Practice Recruitment	<ul style="list-style-type: none"> • Ensure hiring managers understand their role in creating a positive employee experience and environment, emphasising the impact on recruitment success, including considerations of health equity and diversity. • Observe and coach people managers on best practices in interviewing and assessment methods. • Providing guidance to candidates and hiring managers on selecting the most suitable collective agreements.
Candidate Care	<ul style="list-style-type: none"> • Ensure timely contact and communication with candidates throughout the application and selection process. • Accurately maintaining candidate tracking throughout the recruitment process. • Provide individual support, care, and relocation advice for recruitment portfolios, services, and professions with critical or hard-to-fill roles. • Maintain online systems and resources to ensure candidates can easily apply, access quality information, and complete all steps of the process. • Assist candidates with sourcing options and facilitate their seamless integration into our organisation and community. • Implement equitable practices throughout the recruitment process to meet Health New Zealand – Te Whatu Ora’s goals for engagement with Māori and employment representation.
Sourcing and Selecting Candidates	<ul style="list-style-type: none"> • Craft job adverts that attract high-calibre candidates, using strategic and evidence-based decisions for placement and outreach. • Contribute to ideas around effective attraction campaigns. • Ensure advertising is professional and represents the Health New Zealand – Te Whatu Ora brand. • Provide timely pre-screening and shortlisting of candidates. • Participate in health sector employment and recruitment initiatives, such as career expos, school visits, and sector presentations.
Immigration	<ul style="list-style-type: none"> • Participate in all relevant recruitment projects related to Immigration NZ. • Stay updated on current Immigration requirements. • Complete job checks in accordance with Immigration NZ requirements. • Support applicants and hiring managers throughout the Immigration process alongside the HNZ Health Immigration Service. • Coordinate with the HNZ Health Immigration Service on immigration matters and collaborate with local and international recruitment agencies.

Managing Processes and Reporting	<ul style="list-style-type: none"> • Adhere to, promote, and monitor central recruitment policies, processes, and guidelines to ensure consistent and cost-effective services. • Provide support for specific or new processes as required. • Maintain up-to-date records, including central ticketing and recruitment systems, to enable accurate reporting and progress monitoring. • Assist in the development and implementation of new processes and systems. • Contribute to the continuous improvement of overall recruitment strategy, policy, and processes. • Support leaders in planning and implementing change initiatives effectively, ensuring all affected individuals are supported and remain engaged with the business. • Facilitate team sessions to encourage involvement and understanding of all aspects of the change.
Communication	<ul style="list-style-type: none"> • Communicates information and ideas clearly and articulately, both verbally and in writing. • Uses appropriate language, style, and methods depending on the audience and purpose of communication. • Conveys complex information clearly. • Practices active and attentive listening. • Willingly addresses questions and concerns raised by others. • Effectively manages conflict.
Te Tiriti o Waitangi	<p>All work reflects the directorates responsibilities to the priority of equity and the five priorities outlined in Wai 2575 Health Services and Outcomes Kaupapa Inquiry Ministry of Health NZ</p> <ol style="list-style-type: none"> 1. The adoption of Tiriti-compliant legislation and policy 2. Recognition of extant Māori political authority (tino rangatiratanga) 3. Strengthening of accountability mechanisms 4. Investment in Māori health 5. Embedding equity and anti-racism within the health sector
Equity	<ul style="list-style-type: none"> • Support for Kaimahi Māori: Enhance attraction, recruitment, retention, development, and leadership. • Commitment to Equity: Strive to help all individuals achieve equitable health outcomes. • Awareness of Colonisation: Recognize and address power dynamics and their impacts. • Critical Consciousness: Engage in ongoing self-reflection and awareness of cultural impacts on interactions and service delivery. • Stand for Equity: Demonstrate a personal commitment to equity.
Innovation & Improvement	<ul style="list-style-type: none"> • Openness to Innovation: Foster a culture where new ideas are welcomed and encouraged.

	<ul style="list-style-type: none"> Agile Approach: Adapt quickly, try new methods, and learn from experiences. External Networking: Maintain connections to stay informed on leading practices
Collaboration and Relationship Management	<ul style="list-style-type: none"> Team Collaboration: Work cohesively with colleagues, avoiding siloed thinking and supporting collective efforts. Voice of Māori and Pacific People: Ensure their aspirations are reflected in planning and service delivery.
Health & safety	<ul style="list-style-type: none"> Health and Safety Leadership: Lead and implement health and safety strategies, ensuring a safe workplace. Risk Management: Take steps to eliminate and mitigate workplace risks, prioritizing health, safety, and wellbeing. Continuous Improvement: Promote a culture of health and wellbeing, aiming for continual improvement.
Compliance and Risk	<ul style="list-style-type: none"> Compliance: Ensure adherence to all relevant statutory, safety, and regulatory requirements. Financial and Operational Delegations: Understand and operate within the financial and operational limits of the role, ensuring team awareness.

Relationships

External	Internal
<ul style="list-style-type: none"> Candidates Industry related groups Recruitment agencies Professional registration authorities Advertising suppliers 	<ul style="list-style-type: none"> Service Directors Senior Leadership Members Heads of Department Members of the recruitment team Members of the wider P and C team District Stakeholders Candidates

Commented [AP1]: This will cover any district HM or HR staff that we deal with in clinical recruitment

About you – to succeed in this role

You will have

Essential:

- Tertiary qualification in a relevant field and / or equivalent experience in a recruitment or talent role
- Five years relevant experience in an advisory position in Recruitment or other Human Resource discipline
- Knowledge and understanding of relevant NZ legislation and its application in a large, complex organisation
- Specialist recruitment knowledge in the design and delivery of Recruitment advice (policies, procedures, systems and practice)
- Experience/knowledge of working with various Employment Agreements – including Individual Employment and Collective Agreements
- Successful design and delivery of recruitment plans
- Up-to-date knowledge of talent sourcing trends and practices and the ability to apply them appropriately

Commented [AP2]: To highlight that a Senior should have exp with collectives etc. to cover both clinical and non clinical roles

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- Ability to identify & implement process improvements, including working with applicant tracking systems, recruitment analysis and reporting methods and measures of performance
- Ability to work with ambiguity and evolving systems and processes.
- Well-developed interpersonal skills and ability to advise, educate and influence stakeholders.
- Exceptional customer focus with the ability to manage relationships
- A commitment to understanding the principles of Te Tiriti o Waitangi
- A commitment to diversity, equity and inclusion

Desired:

- Knowledge and understanding of, and preferably experience working the public health sector
- Experience coaching and guiding others
- A willingness to empower and mentor others
- Have an inquisitive mind and seeks opportunities to improve processes
- Working collaboratively and constructively with others
- Cultural competence and the ability to engage effectively with Māori
- Experience working in a unionised environment
- Experience working with relevant applicant tracking systems

You will be able to

Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.
- Take care of own physical and mental wellbeing.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.



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This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.