

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Team Leader, Recruitment

Business Group	Te Pou Rangatōpū   Corporate
Location	Flexible
Salary band	M2

## Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

## To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga We shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

## Tēnei Tūranga | About the role

The Team Leader Recruitment is responsible for supervising, planning, developing, and delivering recruitment services for managers to attract, source, and engage a diverse range of candidates with talent and skills suitable for the role.

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The Team Leader Recruitment provides coaching, mentoring and support to the team, advising on complex queries or managing any escalation. They are responsible for ensuring that the team meet agreed service deliverables for the business group the recruiters are dedicated to.

The role also provides expert input to the development of resourcing and selection approaches for the Te Tāhuhu o Te Mātauranga | The Ministry of Education and leads specific streams of work to ensure a robust framework for recruitment to operate within.

## Ngā Haepapa | Accountabilities

### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

### As the Team Leader Recruitment, you will:

- Lead, coach and support the team to deliver recruitment support for the relevant business group
- Ensure the team receive appropriate support, training, mentoring and guidance so they understand their expectations, responsibilities, and customer focus
- Set and monitor performance and development goals with the team, including holding regular meetings and ongoing development conversations.
- Ensure the team meets their objectives by delivering quality and professional services to managers and staff.
- Lead in a manner that promotes and encourages a culture of teamwork, innovation, and excellence in customer service
- Provide specialist advice to Managers on talent and sourcing such as availability of talent, assessment tools, recruitment technologies and how to take practical action to honour and give effect to te Tiriti
- Manage the recruitment delivery for senior and/or critical roles with the support of the coordinators.
- Work closely with the HR Advisory teams to provide support and advice on deployment of internal talent, engaging with internal candidates and facilitating the communication with the hiring Manager.
- Keep up to date on contemporary methodologies, best practices and technologies related to employer branding, sourcing, assessing, interviewing and upskill themselves on methods that take practical action to honour and give effect to te Tiriti.

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- Provide coaching, support and tools to Managers to build their capability and confidence in undertaking recruitment in a way that meets their obligations to te Tiriti as a public servant.
- Provide advice and support to Managers mitigating biases at key stage of the process, i.e. communicating with candidates, assessing, interviewing and evaluating preferred candidates.
- Regularly meet with hiring Managers to discuss resource needs and creates a resourcing plan including job briefs for immediate vacancies.
- Develop innovative, cost effective and targeted sourcing solutions to attract high quality candidates.
- Work with the recruiters to create talent pools, using the recruitment system, that represent the population of Aotearoa by tapping internal talent and leveraging public sector talent for vacancies where possible.
- Communicate and create engaging ways to interact with candidates utilising job sites, social media and referral networks.

You will make decisions in accordance with the Ministry's policies and delegations framework.

## Wheako | Experience

To be successful in this role you will have the following experience:

- Relevant team leadership experience from an in-house/agency set-up
- Experience with sourcing techniques and technology across a range of functions/sectors
- Experience working with/in a large complex organisation.
- Exposure to Te Tiriti via workshops or training, and direct exposure to working with Māori, Pacific or Disabled communities
- Knowledge of unconscious bias in recruitment and approaches to mitigate them
- Experience in internal talent mobility
- Employer branding
- Usage of recruitment/onboarding technologies

## Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- A commitment to ongoing personal and professional development.
- A consultative approach with internal stakeholders, with an ability to read each audience and tailor your approach to suit
- Highly organised and an eye for detail.

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- Strong communication skills paired with high levels of self-awareness and emotional intelligence
- Able to prioritise, plan and think ahead so that activities are delivered to timelines

## Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono   Valuing Māori	Developing
Pou Mana   Knowledge of Māori content	Developing
Pou Kipa   Achieving equitable education outcomes for Māori	Developing
Pou Aroā   Critical consciousness of racial equity for Māori	Developing

## Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

## Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	May 2023
Approved By	HR Advisory Team