

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Senior Advisor, Recruitment Services

<b>Business Group</b>	Te Pou Rangatōpū   Corporate
<b>Location</b>	Flexible
<b>Salary band</b>	A8

## 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 Senior Advisor, Recruitment Services is responsible for planning, developing and coordinating the recruitment support for managers to source the best available talent for the role. As a Senior Recruiter the role also provides 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 permanent and recruitment to operate within.

The Senior Advisor, Recruitment Services is aligned to a portfolio but will work across the Ministry as required and directed by the Team Manager, Recruitment Services to assist with capacity and capability management.

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## 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 robust recruitment and selection practices resulting in defensible recruitment decisions.
- 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 recruitment related 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 candidate management and recruitment issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

### As the Senior Advisor, Recruitment Services, you will:

- Provides specialist advice to People Leaders within your portfolio on recruitment services such as talent sourcing, assessment tools and end-to-end recruitment services. This includes developing job adverts, selection criteria, interview guides and any other job-specific material required for the role.
- Liaise with and manage relationships with People Leaders in your portfolio, especially those with high recruitment needs or low confidence / capability in recruitment and selection decision making.
- Develop innovative, cost effective and targeted sourcing solutions to attract high quality candidates.
- Access talent across the Public Sector via Te Kawa Mataaho's System Workforce Deployment.
- Keep up to date on contemporary methodologies, best practices and technologies related to employer branding, sourcing, assessing, and interviewing.
- Provide coaching, support and tools to the wider Ministry people leaders to build their capability and confidence in undertaking recruitment in a way that meets Whāinga Amorangi and their obligations to Te Tiriti as a public servant.
- Communicate and create engaging ways to interact with candidates utilising job sites, social media and referral networks.
- Is aware of the initiatives planned and underway to deliver on people and organisational strategies and builds those into resourcing plans.
- Liaises with and manages relationships with recruitment suppliers where their services are needed.

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

## Wheako | Experience

- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Strong recruitment experience from an in-house/agency set-up including experience of sourcing techniques and technology across a range of functions/sectors.
- A strong consultative approach with internal stakeholders, with an ability to read each audience and

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tailor your approach to suit.

- Able to prioritise, plan and think ahead so that activities are delivered to timelines.
- Strong understanding of the machinery of government and demonstrated ability and experience working effectively within the Public Sector
- Exposure to Te Tiriti via workshops or training
- Worked with diverse candidates, and exposure to D&I
- Experience in internal talent mobility
- Experience in employer branding and candidate experience management.

### Ngā Āheinga | Capabilities

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

- Patience and an ability to educate, support and guide People Leaders and candidates.
- Excellent interpersonal and communication skills.
- Ability to juggle multiple priorities and workflows.
- Ability to identify talent and match people to opportunities (including transferable skill set if and where applicable).
- A commitment to ongoing personal and professional development.

### 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, consolidation, 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

### Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	30 November 2023
Approved By	Job Evaluation Committee