

#### Position Description

<b>Position</b>	<b>Recruitment Advisor</b>
<b>Team / Service</b>	Capital, Coast & Hutt Valley District Recruitment
<b>Directorate</b>	People & Culture
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Recruitment Manager
<b>Children's Act 2014</b>	This position is not children's worker, requiring a safety check with Ministry of Justice vetting before commencing
<b>Location</b>	Wellington Regional Hospital & Hutt Valley Hospital

#### Te Whatu Ora

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:

The health system will reinforce Te Tiriti principles and obligations

All people will be able to access a comprehensive range of support in their local communities to help them stay well

Everyone will have equal access to high quality emergency and specialist care when they need it

Digital services will provide more people the care they need in their homes and communities

Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly.

Together we:

provide secondary and tertiary, medical and surgical hospital services alongside community based health care fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region deliver health services directly as well as contracting external providers provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

[TeWhatuOra.govt.nz](https://www.TeWhatuOra.govt.nz)

Capital, Coast | Private Bag 7902, Newtown, Wellington 6342 | 04 385 5999

Hutt Valley | Private Bag 31907, Lower Hutt 5010 | 04 566 6999

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

### **Te Tiriti o Waitangi and Māori Health Outcomes**

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

<b>Mana whakahaere</b>	Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
<b>Mana motuhake</b>	Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
<b>Mana tāngata</b>	Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
<b>Mana Māori</b>	Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

### **The Vision, Mission and Values from our District**

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

#### **Hutt Valley**

**Vision:** Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

**Mission:** Working together for health and wellbeing.

**Ō mātou uara - Values:** Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

#### **Capital and Coast:**

**Vision:** Keeping our community healthy and well

**Mission:** Together, Improve the Health and Independence of the People of the District

**Values:** Manaakitanga – Respect, caring, kindness

Kotahitanga – Connection, unity, equity

Rangatiratanga – Autonomy, integrity, excellence

#### **District Responsibility**

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the

community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

### Unit Perspective

The P&C business unit comprises the following functions

- People Solutions – HR advisory
- People Systems and Information
- People Relationships, Policy and Reward
- Capability Development
- Organisational Development
- Occupational Health, Wellbeing & Safety

**People Systems and Information group** provides central employee life-cycle systems, processes and services. This includes the recruitment team, personnel records and centralised transactional services. There is a focus on enabling self-service or single-interaction systems, process and tools for managers, employees, and P&C.

### Purpose of the role

The role will provide expert, quality advice to hiring managers on recruitment by working alongside business managers to identify and implement high quality recruitment services.

The role will also provide high quality, effective Recruitment services that are consistent and aligned with the services provided across the district.

Recruitment Advisors are expected to provide centric recruitment services to our candidates and our hiring managers and also take the lead in a particular field of expertise where required.

As an internal recruitment advisor, you will assist hiring managers through the recruitment process and abide by the recruitment processes, guidelines and policies.

### Key Accountabilities

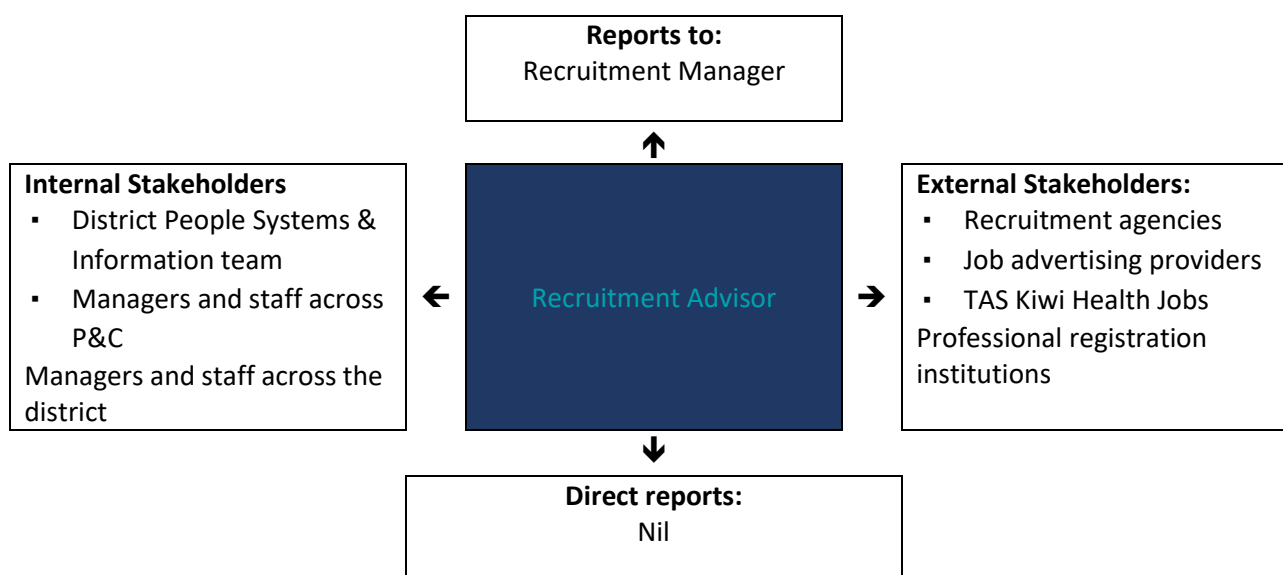
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
Recruitment Advice	<ul style="list-style-type: none"><li>• Provide expert advice for recruitment planning and assessment of effective campaign and advertising approaches</li><li>• Maintain knowledge of the business and profession requirements that impact vacancy and recruitment for hiring managers</li><li>• Ensure hiring managers are able to follow central 2DHB practices and build recruitment and selection capability, including practices to meet our strategic and equity goals</li></ul> <p>Support hiring managers and colleagues with accurate internal metrics and job-market information, such as availability of candidates, market trends, rates, and talent pipelines</p>

Sourcing & selecting candidates	<ul style="list-style-type: none"> <li>• Create job adverts that attract high calibre candidates, with strategy and evidence-based decisions on where to place adverts and how to reach potential candidates</li> <li>• Develop and implement effective attraction campaigns within budget</li> <li>• Advertising and promotional material is professional, represents the DHBs and our services well, and well matched to the target audience</li> <li>• Provide timely pre-screening and shortlisting of candidates</li> </ul> <p>Participate in 2DHB or health sector employment and recruitment initiatives, such as career expos, school visits, and sector presentations</p>
Candidate Care	<ul style="list-style-type: none"> <li>• Candidates receive timely contact and communication throughout the application and selection process that ensures the district is seen as an employer of choice</li> <li>• Candidate tracking is accurately maintained throughout the recruitment process</li> <li>• Individual candidate support, care and relocation advice is provided for recruitment portfolios, services and professions with critical or hard-to-fill roles</li> <li>• Maintain online systems and resources that ensure candidates are able to apply easily, provide good quality information, and complete all steps of the process</li> </ul> <p>Equitable practices are used throughout the recruitment process that ensure the district is able to meet goals for engagement with Māori and employment representation</p>
Managing Relationships and teamwork	<ul style="list-style-type: none"> <li>• Hiring managers are kept informed of progress on recruitment assignments and issues are actioned or escalated in a timely manner</li> <li>• Hiring Managers are upskilled, coached and consulted regarding their needs and how they might best be met</li> <li>• External relationships are maintained with professional bodies, immigration, education institutions and other DHBs</li> <li>• The collaboration with our partner support services across the attraction, recruitment, and on-boarding activities is managed to deliver a seamless customer experience for candidates and hiring managers</li> <li>• Seen as a trusted advisor to business services, hiring managers and colleagues across P&amp;C</li> </ul> <p>Supports and shares in meeting high demand or urgent timelines for colleagues, and actively contributes to the overall success and perception of the recruitment teams and wider P&amp;C</p>
Te Tiriti o Waitangi	<p>Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to</p> <p>Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance</p> <p>Cultural competence is grown across the team, supporting inclusion and partnership.</p>

Occupational Health & Safety	<p>Ensure all Health &amp; Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature</p> <p>Actively support and ensure compliance with Health &amp; Safety policy and procedures; ensuring staff also support and comply.</p> <p>Maintain a proactive culture of Health &amp; Safety supported by systems.</p> <p>Ensure providers are aware of and have processes to comply with their health and safety responsibilities</p>
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## Key Relationships & Authorities



## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

## Competencies

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Competency	Behaviours
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Understands Te Tiriti o Waitangi within the context of health service provision</li> <li>▪ Leads others to understand the district Treaty of Waitangi policy and its application to district work and services.</li> <li>▪ Encourages meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.</li> <li>▪ Challenges current processes and thinking, leading the development of new thinking that will deliver equitable outcomes with Māori enjoying and achieving health outcomes as Māori.</li> </ul>
Integrity and Trust	<ul style="list-style-type: none"> <li>▪ Is widely trusted</li> <li>▪ Is seen as a direct, truthful individual</li> <li>▪ Can present the unvarnished truth in an appropriate and helpful manner</li> <li>▪ Keeps confidences</li> <li>▪ Admits mistakes</li> <li>▪ Does not misrepresent him/herself for personal gain</li> </ul>

Customer Focus	<ul style="list-style-type: none"> <li>▪ Is dedicated to meeting the expectations and requirements of internal and external customers</li> <li>▪ Gets first-hand customer information and uses it for improvements in products and services</li> <li>▪ Acts with customers in mind</li> <li>▪ Establishes and maintains effective relationships with customers and gains their trust and respect</li> <li>▪ Efficient advice to the various district recruitment teams and HR advisors/consultants</li> </ul>
Taking Responsibility	<ul style="list-style-type: none"> <li>▪ Is results focussed and committed to making a difference.</li> <li>▪ Plans and organises work effectively, allocating time to priority issues, meeting deadlines and coping with the unexpected independently and confidently</li> <li>▪ Adjusts work style and approach to fit in with requirements.</li> <li>▪ Perseveres with tasks and achieves objectives Can always be relied upon to get the job done without any fuss</li> <li>▪ Consistently performs tasks to a high standard - following set procedures and protocols.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>▪ Practises active and attentive listening.</li> <li>▪ Explains effectively and gives instructions in clear, brief and simple terms.</li> <li>▪ Willingly answers questions and concerns</li> <li>▪ Responds in a non-defensive way when challenged.</li> <li>▪ Is confident and appropriately assertive in dealing with clients, senior managers and clinical leaders in order to achieve the objects of the role.</li> <li>▪ Deals effectively and quickly with conflict.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>▪ Develops constructive working relationships with other team members.</li> <li>▪ Friendly manner and a positive sense of humour.</li> <li>▪ Works cooperatively - willingly sharing knowledge and expertise with colleagues.</li> <li>▪ Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments.</li> <li>▪ Supports in word and action decisions that have been made by the team.</li> <li>▪ Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community.</li> </ul>
Interpersonal Savvy	<ul style="list-style-type: none"> <li>▪ Relates well to all kinds of people – up, down, and sideways, and inside and outside the organisation</li> <li>▪ Builds appropriate rapport</li> <li>▪ Builds constructive and effective relationships</li> <li>▪ Uses diplomacy and tact</li> <li>▪ Can diffuse even high tension situations comfortably</li> </ul>

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| Decision Quality | <ul style="list-style-type: none"><li>▪ Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement</li><li>▪ Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</li><li>▪ Sought out by others for advice and solutions</li></ul> |
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## Experience and Capability

### Experience/qualifications

- Recruitment experience, ideally internal recruitment managing an end-to-end process
- Experience in high volume recruitment and direct candidate sourcing
- Knowledge and understanding of the health sector and the public sector
- Working with internal stakeholders across large complex organisations
- HR or related qualification desirable

### Skills/abilities

- Excellent written and oral communication skills
- Strong ITC skills including knowledge of MS Office applications – Word, Excel, Powerpoint
- Ability to pick up and use new ITC systems
- Good interpersonal skills – able to work positively with diverse groups and individuals
- Strong planning and organisational skills.

### Personal attributes

- Highly professional and confidential
- Calm under pressure
- Able to use initiative and work autonomously
- Adaptable and able to cope with an ever changing agenda
- Energetic, enthusiastic with a can-do attitude.
- Takes responsibility for work and is proactive in completing work and solving problems
- Accurate and has attention to detail.

### **Ma tini, ma mano, ka rapa te whai** **By joining together we will succeed**

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.