

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

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.

Title	Recruitment Administrator
Reports to	Recruitment Team Lead
Location	Hybrid
Department	People & Culture

Direct Reports	N/A	Total FTE	1.0
Budget Size	Opex	N/A	Capex
Delegated Authority	HR	N/A N/A	Finance
Date	18/09/2026		
Salary band (indicative)ⁱ	SP 12		
Children's Worker roleⁱⁱ	[No]		

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

To deliver a comprehensive recruitment administration service that facilitates best practice and recruitment services for 2DHB and the region. Provide centric care to all candidates and support the recruitment coordinator and recruitment advisor with administrative support to ensure we meet the recruitment goals.

Key Result Area	Expected Outcomes / Performance Indicators
Administrative Support	Provide administration support to recruitment personnel, including but not limited to Answering phone, Organising interviews, and advertising roles. Also assist with creating and maintaining recruitment reports. Set up and maintain effective electronic filing and procedures relevant to the recruitment team and develop new systems as required – enabling quick access to information Maintain confidentiality of documentation & information as required and appropriate. Update information on system and databases Assist recruitment team with organising recruitment

	related documentation, liaising with clients and applicants to provide centric candidate care
Relationship Management	Proactively contribute to the environment within the recruitment team to ensure they deliver a consistent quality and encourage a commitment & cost efficient service to centric candidate care. Seek out and manage recruitment and success in achieving recruitment advertising when requested by a recruitment advisor.
Recruitment Support	Manage recruitment inbox and respond/refer queries appropriately. All emails to be responded to within 24 hours Proactively plan and manage interviews are set up in a timely manner and all information is provided to the candidate, hiring manager and interview panel. Send calendar invites to candidates, hiring manager and interview panel. Assist in creating interview packs and interview questions when required. Assist/Manage Checkmate references Assist with other duties required by the recruitment team. Assist with campaigns and expos
Team Work	Contribute ideas of improvement to systems and processes to effectively deliver successful operations of the administrative support to the recruitment team
Health & Safety	Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. Maintain a proactive culture of Health & Safety supported by systems. Ensure providers are aware of and have processes to comply with their health and safety responsibilities

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.

Health & safety	- Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. - Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. - Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	- Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. - Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. - Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements. To your Recruitment Lead

Relationships

External	Internal
[Recruitment Advisors - Recruitment Administrator - Executive Leadership - People & Culture Directive	- Recruitment Advisor - Recruitment Administrator - Recruitment Manager - Hiring Managers

About you – to succeed in this role

You will have

Essential:

- Experience working in a large, complex organisation
- Previous experience in HR and Recruitment, ideally in a centralised model
- Experience working with recruitment tools (e.g. social media, e-recruitment tool) and candidate management technologies
- Requires proven experience and skills in databases, word processing, spreadsheet, desktop publishing, and presentation applications
- Knowledge and understanding of, and preferably experience working in, the public health sector

Desired:

- [Working collaboratively and constructively with, and serving others

- Excited by the work of recruiting, and providing customer service
- Trust and integrity
- Ability to manage a large and variable workload, ensuring timely and accurate completion of assigned work Demonstrate ...]

You will be able to Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.
- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.