

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 Advisor
Reports to	Recruitment Team Lead CCHV WR
Location	National
Department	People & Culture

Direct Reports	0		Total FTE	1.0
Budget Size	Opex	N/A	Capex	N/A
Delegated Authority	HR		Finance	
Date	16/09/2026			
Salary band (indicative) ⁱ	SP 16			
Children’s Worker role ⁱⁱ	[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

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. The primary purpose of the role is to:

Key Result Area	Expected Outcomes / Performance Indicators
Recruitment Advice	• Provide expert advice for recruitment planning and assessment of effective campaign and advertising approaches • Maintain knowledge of the business and profession requirements that impact vacancy and recruitment for hiring managers • Ensure hiring managers can follow central practices and build recruitment and selection capability, including practices to meet our strategic and equity goals • Support hiring managers and colleagues with accurate internal metrics and job-market information, such as availability of candidates, market trends, rates, and talent pipelines
Sourcing & selecting candidates	• 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 • Develop and implement effective attraction campaigns within budget • Advertising and promotional material is professional, represents our services well, and well matched to the target audience • Provide timely pre-screening and shortlisting of candidates • Participate health sector employment and recruitment initiatives, such as career expos, school visits, and sector presentations
Candidate Care	• Candidates receive timely contact and communication throughout the application and selection process that ensures the district is seen as an employer of choice • Candidate tracking is accurately maintained throughout the recruitment process • Individual candidate support, care and relocation advice is provided for recruitment portfolios, services and professions with critical or hard-to-fill roles • Maintain online systems and resources that ensure candidates are able to apply easily, provide good quality information, and complete all steps of the process • Equitable practices are used throughout the recruitment process that ensure the district is able to meet goals for engagement with Māori and employment representation
Managing Relationships and teamwork	• Hiring managers are kept informed of progress on recruitment assignments and issues are actioned or escalated in a timely manner • Hiring Managers are upskilled, coached and consulted regarding their needs and how they might best be met • External relationships are maintained with professional bodies, immigration, education institutions. • 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 • Seen as a trusted advisor to business services, hiring managers and colleagues across P&C • 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&C
Te Tiriti o Waitangi	• Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance Cultural competence is grown across the team, supporting inclusion and partnership.

Occupational Health & 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 Safety

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.
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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. Must be referred to your Recruitment Team Lead

Relationships

External	Internal
• Recruitment agencies • Job advertising providers [insert external relationships] •	• [District People Systems & Information team • Managers and staff across P&C • Managers and staff across the Our region •

About you – to succeed in this role

You will have

Essential:

- 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

Desired:

[HR or related qualification desirable

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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.
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Desired:

- [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

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.