



Te Wānanga
o Aotearoa

aro tūranga

Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Partner - Talent Acquisition

location	Uepū / Wāhanga Department	Kiriwhanake
	Takiwā / Rohe District	Te Puna Manaaki and Takiwā
	Wāhi Mahi Location	As per letter of offer
Reporting & remuneration	Whakatau ki Reports to	Head – Talent Acquisition
	Māka Pūtea Salary Grade	Level 8
	Māngai Pūtea Financial Delegation	Nil
Wā Roanga Tenure		As per letter of offer
	Ngā Rōpu Whaihua Functional Relationships	<p>Internal</p> <ul style="list-style-type: none"> • Kiriwhanake Uepū • Te Wānanga o Aotearoa Kaimahi • Key stakeholders within Te Wānanga o Aotearoa <p>External</p> <ul style="list-style-type: none"> • Iwi/Hapū • External Stakeholders (Contractors and Suppliers) • Unions (TEU & Tuia) • Government Agencies • Consultants • Partner Organisations • Relevant external agencies and providers
purpose	Pūtake Tūranga Role Purpose	<p>The Talent Acquisition Partner role is responsible for developing and implementing sourcing and employer branding techniques that will help Te Wānanga o Aotearoa recruit and retain talented kaimahi.</p> <p>You will forecast hiring needs, be responsible for developing and implementing (employer) choice strategies. screening candidates and drawing up shortlists of candidates for managers to interview.</p>

Key Performance Indicators

Success Factors

Recruitment Processes and Strategies

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| <ul style="list-style-type: none">• Ensure that staffing needs are being met with a long-term strategy in mind• Manage workforce levels to ensure talent shortages and surpluses have no impact on kaimahi or budget• Devise and implement sourcing strategies, such as an employer branding initiative, to build pipelines for potential applicants• Create opportunities to enhance the candidate and employee experience through the recruitment cycle• Develop and implement recruitment strategies from onboarding to exit process• Support in managing staffing needs in line with takiwa enrolment plan• Prepare quarterly and annual recruitment plans• Develop, manage and maintain recruitment policy inline with Te Wānanga o Aotearoa best practices• Work and manage recruitment with external agencies to recruit for selective roles, including senior executive positions• Manage shortlisting and reference checks for recruitment process• Co-ordinates relationships and activities with external suppliers of recruitments services• Work with business leaders to understand their hiring needs, and partner with them to develop sourcing and recruiting strategies• Develop offboarding strategies to help encompass a positive exit process• Contribute a Mātauranga lens and approach on talent acquisition strategies and initiatives | <ul style="list-style-type: none">• Collaboration and teamwork is used to ensure support for recruitment strategies and initiatives are implemented.• Positive relationships are created and maintained• Workforce analysis and plans are current and contribute to effective staffing levels for talent and operational needs• Appropriate advice is given to managers on staffing levels for takiwa enrolment plane and appropriate shifts are made to mitigate risk• Recruitment strategies are effectively promoted, to further build and contribute to Te Wānanga o Aotearoa Employee Value Proposition• Mitigate any risk that may occur from the takiwā enrolment plan• Profiles on suitable candidates are completed in conjunction with role requirements• Reference checks are completed inline with policy requirements |
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Marketing

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| <ul style="list-style-type: none">• Oversee and organise recruitment campaigns, assessment centres and career events in conjunction• Work collaboratively with other core functions and uepū to develop marketing campaigns for Te Wānanga o Aotearoa• Implement creative sourcing strategies (LinkedIn Recruitment, Seek Talent, Social media, networking etc)• Te Wānanga o Aotearoa Vacancy page is updated and fit for purpose | <ul style="list-style-type: none">• Initiatives that improve and support kaimahi recruitment are implemented, measured and evaluated• Continuous improvement on length of time for start to end of the recruitment life cycle.• Appropriate and professional representation in line with Te Wānanga o Aotearoa Ngā Uara is maintained when attending external events |
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Advisory and Relationship Support

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| <ul style="list-style-type: none">• Coach hiring manager's on recruitment practices | <ul style="list-style-type: none">• All request and issue raised are actioned appropriately and in a timely manner• Kaimahi receive professional, timely and quality support |
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- Collaborate and provide suggestions to organisational development team on training initiatives for hiring managers
- Provide advisory support to talent acquisition coordinators
- Subject matter expert providing advice to kaimahi and leadership
- Provide a collaborative approach with People Service Wahanga with people services innovative
- Support all kiriwhanake initiatives
- Develop long-term recruiting strategies and nurture trusting relationships with potential hires
- Stay abreast to legislation, market trends, changes and improvements
- Provide guidance and expertise to ensure that all HR functions, processes and procedures are carried out in compliance with HR best practice
- Provide a proactive approach to high risk resignation

- Model proficiency in documenting processes and keeping up with industry trends
- Identify talent and provide alternative job prospects within Te Wānanga o Aotearoa
- Forward-thinking approach when resignations re received. Engaging with manager and kaimahi on alternative options

Remuneration and Benefits

- Support Talent Acquisition Coordinators on complex negotiations

- Internal relativity and equity are considered when salary recommendations are made
- Appropriate approvals have been completed for salary offers

System Improvements and Reporting

- Provide solution focused approach to recruitment tools and process
- Collaborate with Senior HR Analyst on reporting to relevant stakeholders on vacant roles and exit survey data

- Common trends and improvement opportunities are communicated to appropriate stakeholders, discussion is enabled and any recommendations (including proposed changes to processes) passed on to appropriate parties
- Reports are provided in a timely and appropriate manner

Kaupapa Matua

Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our wānanga. There is therefore an expectation that kaimahi;

- Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions
- Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa.

- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa
- Actions of kaimahi are aligned with Te Wānanga o Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa.
- Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy.

Kaimahi Experience

- Encourage and foster a productive environment that benefit all kaimahi
- Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact the day-to-day mahi
- Support kaimahi experience and ensure that employees feel connected, empowered, well-informed and have great experiences at mahi
- Stay abreast to current trends and developments to Support and nurture kaimahi experience

- Kaimahi are listened too and valued when communicated with
- Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light

Health and Safety

- Comply with all health, safety and wellness policy and procedures
- Recognise and address circumstances to prevent unhealthy or unsafe situations
- Perform any manual duties in a safe and responsible manner
- Report faults in accordance with policy
- Process risk management forms and health and safety issues accordingly

- Health, safety and wellness policies and procedures are adhered to and complied with
- Risk minimisation assessment is completed and any identified mitigation action taken
- Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures
- Faults are reported immediately to relevant personnel
- Forms are completed that accurately reflect risks and health and safety issues

Other Duties

- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications
- Undertake professional development as identified
- Attend hui kaimahi as requested
- From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles

- Requests by the employer are undertaken
- Professional development is undertaken as agreed
- Hui are attended as required
- Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the employee's manager on an annual basis at performance review.

Person Specification

Qualifications and Experience

Qualifications:

- Bachelor's degree in Human Resources or Marketing
- Desirable hold job sizing certification (SP5, SP10, Korn Ferry or other methodologies)

Experience:

- 5+ years experience in generalist HR function
- 5+ years experience in recruitment function
- Experience in full-cycle recruiting, using various interview techniques and evaluation methods
- Proficiency with social media, CV databases, and professional networks
- Experience in using LinkedIn, Seek and external agencies to proactively source candidates

Āhukatanga Māori:

- Willing to participate in cultural activities and motivated to develop an understanding of āhukatanga Māori (values, culture and tikanga)
- Understands and uses basic te reo Māori phrases, mihi and greetings (TARM level 2 or equivalent qualification)
- Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour
- Embraces a Māori world view underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga

Technical Skills

Are the specialised skills and abilities required for a particular role

- Excellent written and oral communication skills
- Excellent relationship management skills
- Excellent coaching and influencing skills
- Sound understanding of relevant legislation, policies and procedures
- Sound understanding of strategy planning
- Understanding of the education / academic sector
- Intermediate user knowledge of Microsoft suite of applications (i.e. Outlook, Excel, Word, Power Point, MS Teams)
- Knowledge of current New Zealand employment law and HR practices

Behavioural Skills and Attributes

Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles

Analytical Ability

Analyses, investigates and interprets data, issues and situations.

Attention to Detail

Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.

Drive for Results

Steers self and others to achieve or exceed results; overcomes obstacles; drives performance; and has personal commitment to excellence and a focus on attaining goals.

Expertise

Has the underlying knowledge and skills necessary to perform a particular type or level of work activity. Typically reflects career-long experience in the job or occupational area.

Information Seeking

Goes beyond questions that are routine or required in the job and can "scan" for potential opportunities or miscellaneous information that may be of future use.

Initiative

Is proactive and looks at improving current systems and processes, looks at things in new and better ways.

Negotiating

Explores alternatives to gain acceptance to ideas and reaches outcomes that gain the acceptance of most parties.

Planning

Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained.

Problem Solving

Uses a combination of logic, analysis, experience, wisdom and advanced methods to make sound and timely decisions, and to solve problems. Solves difficult problems and creates effective solutions.

Team Work

Works collaboratively with a group of people, in order to achieve a goal.

Technical Credibility

Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.

Time Management

Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.

