

## Recruitment Advisor

### Position Description

The Teaching Council of Aotearoa New Zealand is the professional body for all teachers. We are independent, and act in the interests of teachers to enable and support leadership to teachers and direction for the education profession, including teacher education and continued professional and leadership development.

We establish and maintain criteria for teacher registration, standards for ongoing practice, and criteria for the issue of practising certificates of different kinds. Alongside this, we monitor and maintain the requirements relating to conduct, competence and impairment, and establish and maintain a code of professional responsibility for teachers.

### Our Vision

The Teaching Council will enable and support leadership by the profession to maximise the success of every learner in Aotearoa through highly effective leadership and teaching.

### Our Behaviours

- Whaihua i a tātou anō  
*Value our colleagues by listening and being open to what they say.*
- Mahi ngātahi  
*Work together with integrity by respecting each other and the profession*
- Whai whakaaro ki ngā mahinga katoa  
*Adopt a solution focussed attitude when working with others*
- Whakarangatira i ngā iwi katoa  
*Honour our bicultural partnership by being culturally competent*
- Whakaaturia te mana Māori me te Ahurea ki ngā reanga katoa o te Kaunihera  
*Demonstrate and foster leadership at all levels of the council*

### Our Values

- Whakamana  
*Empowering all learners to reach their highest potential by providing high-quality teaching and leadership*
- Manaakitanga  
*Creating a welcoming, caring and creative environment that treats everyone with respect and dignity*
- Pono  
*Showing integrity by acting in ways that are fair, honest, ethical and just*
- Whanaungatanga  
*Engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community*

## Summary

Position Title	Recruitment Advisor
Reports To	People and Culture Manager
Financial Delegation	Nil
Direct Reports	Nil
Purpose	<p>The Recruitment Advisor is responsible for end to end recruitment of employees, contractors and temporary workers and providing coaching and support to managers in best practice recruitment.</p> <p>This position is also responsible for developing and implementing a consistent approach to sourcing and engaging members for external panels, committees, and advisory groups.</p>
Date	January 2021

## Key Relationships

External	Nature of relationship
Education sector Government agencies	<ul style="list-style-type: none"> <li>Leads and collaborates on sector wide recruitment initiatives</li> </ul>
Government agencies	<ul style="list-style-type: none"> <li>Liaison</li> </ul>
Suppliers	<ul style="list-style-type: none"> <li>Negotiates contracts</li> </ul>
Internal	Nature of relationship
People and Culture Manager	<ul style="list-style-type: none"> <li>Reports to</li> </ul>
Managers	<ul style="list-style-type: none"> <li>Coaches and supports</li> </ul>
HR Team	<ul style="list-style-type: none"> <li>Liaise with and support</li> </ul>

## Key Result Areas

Jobholder is responsible for	Jobholder is successful when
<p><b>End to end recruitment</b></p> <p>Developing recruitment strategies and managing the process for recruitment of employees, contractors, and temporary workers.</p> <p>Increasing manager capability in recruitment and ensuring best practice in all processes.</p>	<ul style="list-style-type: none"> <li>Systems and processes support a high performing and productive organisation.</li> <li>The Council has the right skills and capabilities to deliver the Governing Council's and rights holders' objectives.</li> <li>Managers are coached and educated on best practice recruitment processes.</li> </ul>
<p><b>Panel, committee, and advisory group recruitment</b></p> <p>Developing and implementing a process for consistent and streamlined sourcing and engagement of panel, committee, and advisory group members.</p> <p>Managing the sourcing and engagement of all panel, committee, and advisory group members.</p>	<ul style="list-style-type: none"> <li>The process is easy for stakeholders and employees to understand and participate in.</li> <li>External members are engaged on consistent terms and conditions.</li> <li>A yearly plan for sourcing members is developed and timeframes are met.</li> <li>DCEs and Managers have transparency and confidence that panels have an appropriate mix of skills for their purpose.</li> </ul>

<p><b>Strategic Contribution</b> Assisting the People and Culture Manager the design and development of the Council's recruitment strategy, policies, procedures, and practices.</p>	<ul style="list-style-type: none"> <li>• All policies, procedures and practices are developed in line with best practice and current legislation.</li> <li>• The Management Team is coached and understands the links between recruitment initiatives and organisational success.</li> </ul>
<p><b>HR Projects</b> Designing and implementing HR systems and projects as outlined in the HR Strategic Plan.</p>	<ul style="list-style-type: none"> <li>• New HR processes and systems are fit for purpose and designed in consultation with the business.</li> <li>• Projects are delivered on time and within budget.</li> <li>• Managers and employees are appropriately informed, and communications foster engagement with the new process.</li> </ul>
<p><b>Health and Safety</b> Complying with the responsibilities under the Health and Safety at Work Act 2015.  Setting a good example to managers and team members in relation to practices and policies supporting a healthy, safe and wellness-oriented workplace.</p>	<ul style="list-style-type: none"> <li>• Health and safety issues that may impact on the team or wider organisation are identified and reported.</li> <li>• Active leadership is provided to managers related to activities and practices that support a healthy workplace.</li> </ul>

## Person Specifications

Qualifications	
Essential	Desirable
Relevant tertiary qualification	Psychometric assessment
	Executive coaching
Knowledge and Experience	
Essential	Desirable
5 years' recruitment consultant/advisor experience	Education sector experience
3 years' experience in developing and implementing recruitment processes	Experience working with the Machinery or Government
Key Skills	
<p><b>Expert Level</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Relationship management</li> <li>• Employment Relations</li> </ul>	
<p><b>Advanced Level</b></p> <ul style="list-style-type: none"> <li>• HRIS knowledge</li> <li>• Risk management</li> <li>• Job evaluation</li> <li>• Contract writing</li> <li>• Project Management</li> </ul>	
<p><b>Working Knowledge</b></p> <ul style="list-style-type: none"> <li>• Te Tiriti o Waitangi and its relevance and application in the workplace and the education sector</li> </ul>	