

Position Description

Recruitment Specialist

Mission

We walk with people across the generations to create together places to live, learn, and thrive. We call out injustice and advocate for positive social change.

POSITION PURPOSE AND PRIMARY OBJECTIVES

Purpose

To support timely and effective candidate sourcing, selection and employee onboarding, through working alongside recruiting managers to anticipate and respond to their workforce needs. Provide initial guidance and support to managers and candidates to ensure our onboarding process reflects our values, policy and best practice. As a key member of the PCC team, support the development, engagement, and management of people to meet PSO's current and future requirements.

Primary Objectives

- To advise on and support PSO's recruitment and onboarding processes, supporting managers to successfully attract and recruit high-quality candidates and effective staff, in accordance with service needs.
- To contribute to the development, implementation and maintenance of our wider PCC priorities, including the development and maintenance of procedures, policies, forms, records and guidelines.

Accountability

Expected Outcomes / Key Performance Indicators

Recruitment Processes and Talent Acquisition

- Provide end-to-end recruitment services aligned to our recruitment standard, including assistance with activities such as short-listing, reference checking and interviews as required.
- Confirm organisational recruitment requirements and develop appropriate advertising/sourcing strategies.
- Maintain awareness of community networks and advertising placement opportunities to

	support strategic sourcing and recruitment of high potential candidates • Liaise with managers and relevant administrators to maintain awareness of current and expected vacancies across PSO and keep services engaged with the attraction, selection and onboarding process. • Prepare and implement innovative and impactful advertising and other talent acquisition activity to attract suitable candidates. • Champion the recruitment process – particularly in terms of key principles within the Recruitment Standard including our commitments to internal development opportunities, diversity, and inclusion. • Prompt Managers to scope and define position and person requirements with consideration to team strengths and gaps, including where suitable, a review of roles, prior to a like for like replacement decision. • Ensure quality, up-to-date position descriptions are prepared prior to commencement of the recruitment process. • Ensure our recruitment information system is kept up to date, and recruitment statistics and performance indicators are collated to inform Management decision-making. • Ensure that all candidates receive timely and professional communication during the process. • Coordinate attendance at careers events, including development of PSO materials. • Work collaboratively with the Development & Engagement team to build our social media presence on LinkedIn, Facebook and other suitable platforms e.g., posting regular content and updates to showcase what's happening at PSO, clearly convey our employee value proposition and enhance our employment brand.
Appointments & Employment Documentation	• In conjunction with the PCC Advisor and PCC Manager, prepare all appointment paperwork in line with PSO policy, procedures, and legislation. • Ensure offers of employment are produced, and all pre-employment checks are satisfactory. • Follow up with candidates and managers for documentation to ensure all relevant information is returned in a timely manner to allow new staff to commence work on time and be loaded in payroll.

	• Maintain an up-to-date onboarding checklist database. • Liaise with payroll to ensure new employees are correctly set up. • Submit police vetting for new staff.
Support overseas recruitment and onboarding	• Coordinate PSO's INZ accreditation and job checks • Manage overseas expressions of interest and applicants • Coordinate the arrival of overseas workers including securing and communicating accommodation, a local buddy, meet-and-greets, and important local information. • Provide visa support to overseas applicants. • Keep managers up to date with overseas applicants' progress.
Onboarding	• Ensure all new employees receive a positive first impression, through regular communication and support as well as direct support for onboarding and induction processes within the support centre. • Ensure Managers and administrators have access to training/guidance on how to deliver a great induction and know what is expected of them. • Explore ways to ensure technology is used where possible, to improve efficiency and maximise engagement.
Offboarding	• Exit processes are well managed and correct processes are followed. • Exit surveys or interviews are completed by a high proportion of staff and the data and insights are collated for reporting.
Administrative Support	• Support the maintenance and administration of HR Information Systems. • Support document management, particularly the development and maintenance of PCC policies and procedures. • Ensure accurate and timely financial administration, such as invoice coding and sign-off. • Support the transition of PCC information into SharePoint and development of PCC self-service tools and information. • Assist in data entry/collation for monthly (or quarterly) people metrics for management, SLT and Board reporting. • Provide Management of PCC Outlook inboxes.
PCC Frameworks, Standards and Delivery	• Coordinate cyclical PCC processes such as performance and development, remuneration

	reviews and recognition as per PCC standards and agreed plans. • Assist with the development and implementation of PCC frameworks, policies, standards, processes, and initiatives. • Actively support the implementation of processes and activities that make up the desired employee experience at PSO. • Provide advice to managers and staff on PCC policies, procedures, legislation and appropriate course of action, with referral/escalation to PCC Manager as appropriate.
Projects / other	• Undertake special projects from time to time in support of the wider PCC priorities. • Work with the PCC team to provide cross-cover for periods of leave, in accordance with strengths and interests. • Provide assistance and support in other areas as may be reasonably required by PSO from time to time.
Expectations of all PSO Employees	
Communications / Interpersonal relationships	• Positive and collegial relationships are developed and maintained. • Verbal and written communication is at a high standard, relevant and appropriate to the audience.
Performance development and learning	• Active engagement with the personal development review process. • Personal and professional development goals and objectives are established. • Be responsible for own ongoing education and skills required in designated role.
Continuous improvement	• Make recommendations for improvement to services, work practices and/or workflow.
Health and Safety <i>PSO is committed to achieving the highest level of health and safety for its staff, and everyone has health and safety responsibilities.</i>	• Actively support and comply with H&S policy and procedures. • All employees are expected to identify, report and, where appropriate, resolve issues that may cause harm to themselves or others in the organisation. • All staff are expected to contribute to a safe workplace by raising concerns early with their colleagues, thanking those that raise concerns with them and speaking up when they notice something that might lead to abuse or neglect of those in our care. • You are expected to work safely and to actively participate in health and safety programmes in your work area. • All accidents or potential hazards must be reported to your direct line manager.

Te Tiriti O Waitangi / The Treaty of Waitangi <i>PSO is committed to its obligations under Te Tiriti o Waitangi / the Treaty of Waitangi.</i>	As an employee, you are required to give effect to the articles as well as the principles of Te Tiriti o Waitangi / the Treaty of Waitangi – Partnership, Participation and Protection.
Relationships	
Reports to: People, Culture & Capability Manager	Direct Reports: No direct reports
Internal Relationships: PCC Team Managers Administrators All Staff	External Relationships: Recruitment, training, other service providers Vetting agencies Employment Consultants
Person Specifications	
Qualifications/Skills - Tertiary qualification in Human Resources or a related field (or studying towards this) Experience - Advanced user with Microsoft Office suite of products - Experience working in a busy office is desirable - Able to write and prepare professional documents Knowledge - Understanding of Recruitment and/or Human Resources best practices - Knowledge of employment-related legislation Personal Qualities - Excellent people and communication skills - Works positively and effectively as part of a team - Growth mindset and good learning orientation - Confidence and willingness to ask questions and identify ways to improve processes - Demonstrated research and analysis skills - Good attention to detail - Self-motivated, enthusiastic and uses initiative - High work ethic, able to manage multiple priorities and demonstrate commitment and drive in the attainment of set goals. - Professional maturity to handle sensitive/confidential information and to act with tact, integrity, and maturity. Physical Requirements This role may involve standing, walking, bending, sitting, climbing stairs, simple grasping, fine manipulation, operating machinery equipment, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing, balancing, crouching, squatting and other reaching.	

Working Together	
Our Work - We are person centred in our organisation. - We strive always to do better, to work hard and to the best of our ability.	

- Each person knows they make a difference and they feel valued because of this.

Our Organisation

- We are committed to delivering on the organisation direction and values.
- We are responsible and accountable for our actions and behaviours.
- We are committed to positive, proactive leadership.
- Each person is empowered to succeed, with the orientation and ongoing support needed.
- Expectations are communicated clearly and understood by each team member, through team meetings, regular and timely feedback, and annual appraisals.

Our Team

- We share and learn from each other; are open and honest, support and cooperate with each other, and do the right thing at the right time.
- We hold each other accountable by giving and receiving constructive feedback.
- Our relationships are based on mutual respect, by treating each other as we wish to be treated. We are courteous and responsive.
- We affirm each person as a valued member of the team by giving each other positive reinforcement.

Values

Founded in our Christian faith we act with the values of integrity, respect, courage, manaaki and aroha.

