



Position Description

Position title:	Talent Acquisition Coordinator	Date:	June 2024
Reports to:	Head of People and Culture Operations	Department:	People and Culture
Number of reports:	Direct: 0 Total (include indirect): 0	Location:	National Support Office
Delegated financial authority:	NA	Budget ownership:	No
Level of influence:	Leading self		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Teamwork: We will work together because we know that a strong team will always outperform strong individuals.

Responsibility: We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

Respect: We will act fairly in a culture of mutual trust and respect.

Aspiration: We will aspire to be the best we can be. We will recognise and celebrate success.

Role Purpose

This role will support our Talent Acquisition Advisor and coordinate the administration for our Hospital and National Support Office recruitment. This will include tasks such as posting job advertisements, coordinating pre-employment background checks, generating and managing contract and onboarding documents.

The Talent Acquisition Coordinator will work closely with our Talent Acquisition Advisor and wider People and Culture team to ensure we deliver a smooth and efficient recruitment experience for our hiring managers and candidates.

Key Relationships

Internal

- Talent Acquisition Advisor
- People and Culture team
- Payroll team
- Digital Services team
- Quality & Risk and Health & Safety teams
- Hospital Leadership and Hiring Managers
- National Support Office Hiring Managers

External

- Recruitment agencies
- Recruitment vendors (Seek, Q Jumpers)
- Background checking companies (MoJ, Credit checks, Police)
- Immigration New Zealand
- External candidates

Key Accountabilities

Recruitment and Onboarding

- Format recruitment documents including position description and job adverts to ensure that current templates are used and aligned to SCHL branding before advertising
- Management of job requisitions and approvals within the recruitment system, Q Jumpers
- Advertise job openings through a number of channels including Seek, KiwiHealth Jobs, SCHL Careers page and the internal opportunities page
- Updating job advertisements in liaison with hiring managers where relevant
- Submitting the pre-employment checks for all employees. This includes credit checks, police checks, MOJ checks, etc.
- Reviewing and triaging pre-employment check results to the appropriate person/team (including pre-employment health screening)
- Assist hiring managers with the generation of contract, offer and onboarding documentation and ensuring that they are submitted to candidates in a timely manner during the recruitment process

- Monitoring the return of all contracts and onboarding documents from candidates and distributing these to the appropriate teams such as Payroll, Digital Services and Reception, to ensure that the new starter is set up prior to their start date.
- Day to day functioning of the recruitment system, Q Jumpers. Including loading job adverts, managing users and hierarchies, closing off roles, etc.

Immigration

- Monitor employees' visa status across the network, this includes collecting and filing a copy of the employee's visa and tracking expiry dates in the immigration tracker
- Coordinate the compulsory immigration training modules for hiring managers and new employees

General People & Culture Coordination

- Managing and triaging the People and Culture inboxes. This includes responding to People and Culture related queries and escalating to other members of the People and Culture team when applicable
- People and Culture intranet content updates
- Liaise with hospitals to collect data and develop reporting on monthly/quarterly hospital vacancies and headcount
- Generating variation letters when required
- Day to day functioning of the benefits app, Ezystream. This includes loading new employees into the system and removing those who have left

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities
- Actively participate where improvements to health and safety at SCHL can be made

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills required:

- 1+ year of experience in HR Support/Administration or similar type role

Experience and skills desirable:

- Knowledge of recruitment tracking software

Education and qualifications required:

- Excellent knowledge of MS Office – Excel, Word, PowerPoint, Outlook

Education and qualifications desirable:

- Bachelor's degree in human resources, business, or another related subject

Leadership Attributes

Human Centred Leadership

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution