**Position Description**

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| **Position title:** | Talent Acquisition Coordinator | **Date:** | August 2025 |
| **Reports to:** | Head of Talent & Culture (Proposed) | **Department:** | People & Culture |
| **Number of reports:** | Direct: 0  Total (include indirect): 0 | **Location:** | National Support Office, Auckland |
| **Delegated financial authority:** | No | **Budget ownership:** | No |
| **Level of influence:** | **Leading self**  Leading others  Leading leaders  Leading the Organisation | | |

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| **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. |

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| **Vision** | **Purpose** |
| Our vision is for what we aspire.  **To help people live their best lives by reimagining healthcare.** | Our purpose is why we exist.  **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. | |

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| **Role Purpose** |
| This role supports our Talent Acquisition Advisor and coordinates the administration for our Hospital and National Support Office recruitment. This includes tasks such as posting job advertisements, coordinating pre-employment background checks, managing the Recruitment tracker and system, creating and managing contract and onboarding documents.  It works closely with our wider People & Culture team and other support functions (e.g. Payroll, Digital Services) to ensure we deliver a smooth and efficient experience for our Hiring managers and candidates. |

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| **Key Relationships** | |
| **Internal**   * People & Culture Team * Hiring Managers * Senior Leaders * Internal Candidates * National Support Office functions (e.g. Payroll, Digital Services, Quality & Risk, Finance) * Joint Venture Partners | **External**   * External Candidates * Recruitment Agencies * Recruitment Technology Partners * Pre-employment Screening Partners * Immigration New Zealand |

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| **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 that they are submitted to candidates in a timely manner during the recruitment process. * Monitoring the return of all contracts and onboarding documents form candidates and distributing these to the appropriate teams such as Payroll and Digital Services, to ensure that the new starter is set up prior to their start date. * Day-to-day management of the recruitment system and recruitment tracker. Including loading job adverts, managing users and hierarchies, closing off roles, etc. * Management of the Recruitment and Careers in boxes, responding to queries in agreed timeframes. * Coordinating onboarding and induction programmes in collaboration with Hiring Managers, ensuring all induction learning is assigned and managers are supported to provide a positive onboarding experience. * Invoice processing and tracking of spend. * Provide regular recruitment metrics and reporting (e.g., time to hire, candidate sources) * Ensure timely and accurate completion of recruitment-related tasks in alignment with agreed Service Level Agreements (SLAs), maintaining a high standard of responsiveness and efficiency across all stages of the hiring process.   **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. * Remain across updates in immigration processes and requirements to ensure we remain compliant. |
| **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. |

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| **Role Requirements** | |
| **Experience and skills required:**   * 2+ year of experience in HR Support/Administration or similar type role * Strong attention to detail * Effective organisational and time management skills * Excellent communication and interpersonal skills, builds strong relationships with all stakeholders * Proactive and demonstrates initiative. Solves problems. * Ability to collaborate and work in a team * Ability to multitask and be agile as priorities change * Maintain discretion and confidentiality   **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 |

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| **Leadership Attributes** | |
| **Human Centred Leadership**   * Empathy * Adaptability * Connection   **Performance Coach**   * Accountability * Engagement * Collaboration | **Change Enabler**   * Execution * Energy * Contribution |