

**The University of Waikato  
Te Whare Wānanga o Waikato**

**POSITION DESCRIPTION**

**Talent Acquisition Advisor**

**Vision**

We will

- deliver a world-class education and research portfolio
- provide a full and dynamic university experience which is distinctive in character
- pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

**Values**

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tu ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

**1. GENERAL**

The Human Resource Management team delivers high quality HR services across the University, covering the wide spectrum of human resource business needs and all other processes that support the employee lifecycle.

We work proactively with senior leaders to develop integrated solutions for employee and organisational needs to align with policy and strategy. We provide advice and guidance to empower leaders to execute the people aspect of their business plans.

**2. POSITION PURPOSE**

As a member of the HR team, the Talent Acquisition Advisor is responsible to identify, attract and recruit fit for future talent and provide professional and high quality advice on all aspects of talent acquisition activities to our people leaders, to enable them to achieve their needs within the different business areas.

The Talent Acquisition Advisor will also be an active participant in our talent acquisition strategic planning and will provide the opportunity to add real value during our transition phase from our current paper-based processes to our new HRIS, while focussing on providing an exceptional candidate experience.

### 3. ACCOUNTABILITY

The Talent Acquisition Advisor is responsible to the Director, Human Resources & Employment Relations.

### 4. FUNCTIONAL RELATIONSHIPS:

**Internal:** Director, Human Resources & Employment Relations  
Senior Advisor, Industrial Relations & Employment Relations  
Talent Acquisition Manager  
HR Admin/Recruitment Co-ordinator  
Organisational Development and Wellness team  
All HRM staff  
Senior Managers  
Managers and staff throughout the University

**External:** Job candidates  
External providers of services

### 5. KEY TASKS

#### 5.1 Talent Service Delivery

- Partnering with people leaders to align talent acquisition services to business needs through the provision of information, advice and coaching on all aspects of the hiring process. This also includes developing adverts, providing advice on suitable placement and social media platforms, information on NZ immigration requirements, participating in shortlisting, developing key criteria/interview questions and skill assessment tools.
- Contribute to strategic and innovative recruitment initiatives, including managing recruitment campaign processes.
- Provide job analysis and design advice.
- Analyse talent acquisition services data and deliver key reporting on performance metrics to inform decision making.
- Contribute to improve processes, during the implementation phase, of the recruitment functionality of the new HRIS.
- Manage all vacancies, ensuring candidates are communicated with in a timely way and receive an excellent candidate experience.
- Manage general candidate enquiries.
- Manage the interview process, as required participate in second interviews and assist managers with offers of employment.
- Manage the skill assessment and personality profiling testing process.
- Contribute to recruitment events and promotional activities as required.
- Keep the People Leaders and HR Advisors updated on recruitment progress in the different portfolios.

#### 5.2 Pre and on-boarding

- Manage the processes for pre-boarding and on-boarding, ensuring People Leaders have the information, support and guidance required.
- Manage HR communications with new staff and ensure HR contact is made during the first few weeks of employment.
- Assist with the arrangements for relocation, as required.

#### 5.3 Team and Individual Performance

- Develop and maintain a customer-focused approach to the delivery of talent acquisition services.
- Participate in team meetings to ensure that operational needs and constraints are discussed and resolved.

- Participate in the maintenance of a safe and healthy work environment for self and others including students. Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

## **6. PERFORMANCE STANDARDS**

The Talent Acquisition Advisor will be performing satisfactorily when:

- Effective relationships are built with people leaders and they are provided with high quality and professional advice, information and data to enable them fulfil their workforce planning responsibilities.
- Solid recruitment plans for the business areas are in place that align with the business recruitment strategy.
- Coaching is provided to people leaders on all aspects of the talent acquisition process.
- New staff, with the skills and abilities to enable the institution to carry out its functions and meet its strategic objectives and goals, are appointed promptly, with appropriate employment agreements, and in accordance with University policy.
- The Director receives quality and timely advice and is informed about developments in recruitment.
- Projects and working parties are serviced promptly and efficiently in ways that facilitate effective decision-making.
- Job applicants, both internal and external, are highly satisfied with the level of service provided.
- The University complies with and operates effectively and efficiently within the rules and policy regulations of the NZ Immigration Service which are well communicated to appropriate staff.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

## **PERSON SPECIFICATION**

### **EDUCATIONAL QUALIFICATIONS**

#### **Essential**

- Tertiary qualification in Human Resource Management/Industrial/Organisational Psychology or Business Studies or a discipline fostering communication and/or analytical skills.

### **TRAINING, SKILLS AND KNOWLEDGE**

#### **Essential**

- At least five years of successful current talent acquisition experience or as an HR generalist, ideally in a medium to large complex organisation.
- Sound knowledge of talent acquisition practices and policies; demonstrated knowledge and understanding of New Zealand employment and Immigration law.
- Ability to clearly articulate message to a variety of audiences.
- Acute business acumen and understanding of current labour market issues.
- Understanding of Māori and Pacific cultures and communities and the ability to include this in our talent acquisition practices.
- Excellent and demonstrated written, oral and interpersonal communication skills.
- Excellent relationship building skills.
- Persuasiveness; ability to explain and create understanding; ability to facilitate resolutions.
- Demonstrated competencies in: investigation and analysis; interviewing; planning and prioritising; negotiation; provision of high quality customer focussed service; time management.
- Successful experience working as part of a team as well as individually.
- Experience with an HRIS and using IT applications with speed and accuracy and an aptitude to learn.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.

### **PERSONAL QUALITIES**

- Agile and comfortable with a fast paced and changing environment.
- Ability to relate to a broad range of people from a variety of backgrounds and cultures.
- Respect for confidentiality; ability to deal with sensitive issues.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Ability to see the big picture and think strategically.
- Ability to maintain performance under pressure.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.

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