

PEOPLE AND COMMUNICATIONS COORDINATOR, RECRUITMENT

1. PURPOSE OF POSITION

The Recruitment Administrator is responsible to support the team to ensure all recruitment administration processes are completed in a timely manner to a high standard. This role will support the HR coordination and Learning and Development functions.

2. ORGANISATIONAL VALUES

Te Whatu Ora Taranaki our mission (Te Kaupapa) is improving, promoting, protecting and caring for the health and well-being of the people of Taranaki. Te Whatu Ora Taranaki values define who we are as an organisation, the way we work with each other, our patients, whanau and external partners. Our Te Ahu Te Whatu Ora Taranaki values are:

Partnerships	WHANAUNGATANGA	We work together to achieve our goals
Courage	MANAWANUI	We have the courage to do what is right
Empowerment	MANA MOTUHAKE	We support each other to make the best decisions
People Matter	MAHAKITANGA	We value each other, our patients and whanau
Safety	MANAAKITANGA	We provide excellent care in a safe and trusted environment

3. DIMENSIONS

Reports to:	Recruitment Manager
Number of people reporting to you	-
Financial limits authority	-
Operating Budget	-

4. WORKING RELATIONSHIPS

External	Internal
Recruitment agencies	HR team

People and Communications Coordinator, Recruitment

Contractors	Managers Te Whatu Ora Taranaki Employees
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5. ACCOUNTABILITIES

Key area of responsibility	Expected outcomes
<p>1. Technical competence</p> <p>Provision of a high quality and responsive administration service</p>	<ul style="list-style-type: none"> • Ensure a planned approach is undertaken for all administration processes providing high quality outcomes. • Ensure all documentation and information relating to the recruitment and other processes is accurate, timely and meets specified standards. • Deliver effective candidate care to ensure candidates feel valued and supported throughout the recruitment process that assists the retention of employees. • Provide administrative support during campaigns for ongoing annual recruitment and workforce development initiatives. • Provide general office / administration support as required.
<p>2. Contribution to HR team and effectiveness</p> <p>Effective provision of HR services, providing high quality services to the HR team, managers and staff</p>	<ul style="list-style-type: none"> • Understands the work of colleagues and contributes to their success when required. • Work effectively with the recruitment and wider team to deliver a high-quality recruitment administration service. • Support the induction and orientation processes as requested. • Assist in managing and maintaining proactive and constructive relationships to enhance the reputation of HR. • Provide operational support in the implementation and delivery of sourcing, talent and workforce initiatives.

Organisational Accountabilities	Expected Outcome for all Employees
Health Equity	Te Whatu Ora Taranaki strives to eliminate health inequalities and achieve health equity for the Taranaki population. In practical terms this means all staff are required to implement relevant health equity policies, procedures, approaches and guidelines issued from time to time including:

People and Communications Coordinator, Recruitment

Organisational Accountabilities	Expected Outcome for all Employees
	<ul style="list-style-type: none"> • The Pae Ora Framework which requires: <ul style="list-style-type: none"> ○ Demonstrating the principles of Tino Rangatiratanga, Equity, Active Protection, Options and Partnership under the Te Tiriti o Waitangi; ○ improving understanding of the determinants of ethnic inequalities in health, in particular the “Drivers of ethnic inequalities in health” and the “Pathways to Inequalities” both of which are referenced in the Te Whatu Ora Taranaki Pae Ora Framework; ○ Ensuring Health Equity assessment is embedded into your practise where services, policies or programmes are expected to improve outcomes for Māori; ○ Effectively implementing health equity approaches outlined for Health Professionals in “Equity of Health Care for Maori: A Framework” published by the Ministry of Health to support He Korowai Oranga Refresh 2014, national Maori Health Strategy; ○ Ensuring appropriate health literacy responses are used for effective engagement with Māori; • You must ensure accurate ethnicity data is collected or held for patients and clients you interact with by following the Te Whatu Ora Taranaki Ethnicity Data Collection Policy and procedures; • You must attend the Cultural Competency training provided by and for staff of the Te Whatu Ora Taranaki including Treaty of Waitangi workshop, General/Clinical Refreshers, Engaging Effectively with Maori and any other training identified as essential for staff.
Health and Safety	<ul style="list-style-type: none"> • Maintains a safe and healthy environment • Complies with health & safety policies and procedures • Carries out work in a way that does not adversely affect their health and safety or that of other workers • Complies with procedures and correctly use personal protective equipment and safety devices provided • Contributes to hazard identification and management process • Reports accurately near misses/incidents/accidents in a timely manner

People and Communications Coordinator, Recruitment

Organisational Accountabilities	Expected Outcome for all Employees
	<ul style="list-style-type: none"> Participates in health and safety matters
Personal Development	<ul style="list-style-type: none"> Fully contributes to the individual's team performance and is committed to identify and pursue opportunities for developing new knowledge and skills. Participates in the performance appraisal process where personal performance and development is reviewed. Willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.

6. VARIATION TO DUTIES

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities can be amended from time to time either by additional, deletion or straight amendment to meet any changing conditions, however this will only be done in consultation with the employee.

7. CAPABILITY REQUIREMENTS

Capabilities are the behaviours demonstrated by a person performing the job. Capabilities identify what makes a person most effective in a role. Those listed below are expected for the P&C team roles in the organisation. The required capabilities can change as the organisation develops and the roles change.

Capability
<p>Effective Communication</p> <p>Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making</p>
<p>Decision Making/Problem Solving</p> <p>Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.</p>
<p>Innovation/Initiative</p> <p>Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.</p>
<p>Resilience/Flexibility</p>

People and Communications Coordinator, Recruitment

Capability

Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.

Cultural Safety

Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well. Understands concepts of whanaungatanga and manaakitanga and Maori cultural orientation to whanau, hapu and iwi.

Teamwork

Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success

8. EDUCATION

- Tertiary qualification in HR or related such as business or administration is desirable or equivalent experience in a similar role.

9. SKILLS

- Skills and experience in computer systems, particularly Word, Excel and e-Technology to enhance service delivery.
- Ability to plan, organise and structure work.
- A willingness to support the team and “muck in” to get the job done.
- Strong attention to detail and ability to manage deadlines and high-volume workloads.

10. EXPERIENCE

- Demonstrates knowledge of and delivery of best practice recruitment services.
- Experience in recruitment and/ or HR administration is advantageous.
- Experience in developing and maintaining effective relationships.
- Demonstrates an adaptable and flexible approach to work.