



**New Zealand Intelligence Community**

*Te Rōpū Pārongo Tārehu o Aotearoa*

[nzic.govt.nz](http://nzic.govt.nz)



# Position Description

## Recruitment Advisor

**Business unit:**

People and Capability (P&C)  
Intelligence Community Shared Services

**Responsible to:**

Manager Sourcing

**Position purpose:**

Delivers effective end to end service in recruitment, internal secondments and international postings across GCSB, NZSIS and Ministry of Defence (the Agencies).

The expectation is that whilst this role will be the subject matter expert in recruitment, cross training will be provided to ensure cover for the Secondments and International Postings roles and the ability to provide support at any time.

**Direct reports:**

None

**Financial delegation:**

None

**Directorate overview:**

ICSS's vision is "Supporting and enabling the New Zealand Intelligence Community shared outcomes through the provision of timely and trusted corporate advice and specialist services".

The ICSS Group provides strategic leadership in the provision of corporate support to enable NZSIS and GCSB to jointly and individually deliver the outcomes as defined in the Joint Statement of Intent, joint 4 year budget plan and the strategic plans of both agencies.

ICSS enables the business through alignment of its service delivery with the organisations' strategic framework and supports the achievement of mission focussed outcomes. ICSS provides effective and efficient common structures, systems and services to support high performance in NZSIS and GCSB.

**Business unit overview:**

The People and Capability team is organised around HR Partners having the primary relationship with people managers, and centres of expertise focused on strategy and capability, sourcing, operations and improvements, and employment relations.

A full range of HR services are offered from the provision of high value P&C strategy development and advice feeding into long term workforce planning; specialist organisational development, learning and development, recruitment, and employment relations advice; through to process improvement and operational payroll and P&C co-ordination services.

**Remuneration indicator:**

Band G

**Date evaluated:**

14 March 2016

## GCSB mission and values

### Our mission

*Protecting and Enhancing New Zealand's Security and Wellbeing.*

### Our values

*Respect, Commitment, Integrity, Courage.*

## Functional relationships

External contacts:	Internal contacts:
Central Government Agencies	Chief People Officer
HR and recruitment peers in both the public and private sectors, including the wider Intelligence Community	Manager Sourcing
Ministry of Foreign Affairs and Trade (MFAT)	People and Capability leadership team
Foreign Liaison Agencies	People and Capability team members
External Suppliers and Vendors (e.g. advertising agencies, e-recruitment suppliers, external recruitment and search consultants/ agencies, and relocation providers and consultants psychologists, medical and dental providers)	People Managers within the Agencies
Universities	Managers and Team Leaders in ICSS
Human Resources Institute of NZ	
Central Agency Shared Services (CASS) including the State Services Commission (SSC).	

## Objectives

The position of Recruitment Advisor encompasses the following major functions or objectives:

- Delivering effective and timely selection and recruitment services to managers.
- Applying good industry practice, process and standards when undertaking recruitment.
- Contributing to the delivery of effective and timely local secondment and Overseas Secondments, Exchanges and Postings (OSEP), services to managers and staff, from recruitment to deployment and reintegration back into the business at the end of the assignment.
- Undertaking effective stakeholder engagement and relationship management including building strong relationships with key external suppliers and internal customers.
- Ensuring compliance and process improvement.
- Providing constructive feedback and timely input on systems, process, policy and procedures improvements within the P&C team.
- Working effectively and constructively across the entire P&C team, ensuring effective sharing of relevant information and a high level of communication.
- Undertaking other duties and projects as required.

The requirements in the above objectives are broadly identified below:

<b>Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<p>1. <u>Delivering effective and timely selection and recruitment services to managers.</u></p> <ul style="list-style-type: none"> <li>■ Provides centralised, end-to-end recruitment advice and services to the Agencies' managers</li> <li>■ Leads managers through the recruitment and selection processes, including (but not limited to):               <ul style="list-style-type: none"> <li>▪ Preparing job descriptions in consultation with the hiring manager</li> <li>▪ Designing and developing advertising plans and material for the hiring manager</li> <li>▪ Providing advice on the long list and shortlisting process</li> <li>▪ Preparing the master interview/ selection panel packs and quality checking compilation by the P&amp;C HR Co-ordinators</li> <li>▪ Attending interviews and assisting with drafting interview write-ups where required</li> <li>▪ Conducting phone interviews and reference checking</li> <li>▪ Ensuring applicants and hiring managers are kept up to date at all stages of the selection process</li> </ul> </li> <li>■ Develops a pack of appropriate recruitment and selection tools, within the suite available to the team, in consultation with the hiring manager. If non-standard, prepares recruitment and selection tools under the guidance of the Sourcing Manager. Tools includes advertising approach, interview questions and approach,</li> </ul>	<ul style="list-style-type: none"> <li>■ Works collegially with team members to ensure the Sourcing Team achieves its work plans</li> <li>■ Commitment from managers to engage effectively with recruitment processes</li> <li>■ The quality of candidates shortlisted, including the fit with the position requirements and the hiring manager's team</li> <li>■ Appropriate processes are used to support quality decision making, and to ensure a streamlined approach.</li> </ul>

**Jobholder is accountable for:****Jobholder is successful when:**

testing approach including psychometric and cognitive testing and assessment activities relevant to the position being filled.

- Ensures recruitment processes are documented and appropriate authorities and sign off are obtained
- Proactively manages external recruitment to deliver cost effective recruitment outcomes that ensures quality candidates are sourced and appointed
- Coaches, develops and advises managers in recruitment and selection activities, including the appropriate use of psychometric and other assessments
- Leads recruitment campaigns, including graduate recruitment
- Utilises in-house e-recruitment technology to effectively manage and store recruitment and personal information
- Effectively co-ordinates and communicates with the HR Partner Team regarding the provision of recruitment and selection services for their customer portfolio
- Provides input to the development of regular P&C reports to senior management in the Agencies to assess the effectiveness of recruitment practices, increase awareness of recruitment issues, and provide them with relevant information
- Works collaboratively across the P&C team to achieve a cohesive approach to the effective recruitment and selection of the best possible candidates



Jobholder is accountable for:	Jobholder is successful when:
<ul style="list-style-type: none"> <li>■ Identifies recruitment risks and issues and develops, recommends, and implements approaches to manage, mitigate or minimise risks.</li> </ul>	
<p>2. <u>Applying good industry practice, process and standards when undertaking recruitment.</u></p> <ul style="list-style-type: none"> <li>■ Contributes to the development, maintenance and improvement of the team’s recruitment frameworks and process across the Agencies through providing timely and appropriate suggestions and input to the Sourcing Manager</li> <li>■ Applies an understanding relevant market trends and business challenges, and ensures they are reflected in recruitment processes and practice used with hiring managers</li> <li>■ Contributes to the NZIC branding proposition by participating in initiatives and, where possible, identifying opportunities to build a positive recruitment brand for the Agencies and the wider Intelligence Community</li> <li>■ Implements approved strategies and initiatives that heighten awareness of candidates so that they view the Agencies as an ‘employer of choice’.</li> <li>■ Ensures the seamless transition for new employees into the Agencies from the recruitment process</li> </ul>	<ul style="list-style-type: none"> <li>■ Increase in positive indicators, on candidate care, from successful and unsuccessful candidates</li> </ul>
<p>3. <u>Contributing to the delivery of effective and timely local secondment and Overseas Secondments, Exchanges and Postings (OSEP), services to managers and staff, from recruitment to deployment and reintegration back into the business at the end of the assignment.</u></p>	<ul style="list-style-type: none"> <li>■ Individual secondments and off-shore postings line up with identified development opportunities</li> <li>■ Increases in satisfaction levels for employees seconded and posted off-shore</li> </ul>

<b>Jobholder is accountable for:</b>	<b>Jobholder is successful when:</b>
<ul style="list-style-type: none"> <li>■ Provides centralised, end-to-end local secondment and OSEP advice and services to the Agencies' managers and staff</li> <li>■ Assists in the use of structured career development processes in the identification of individuals for secondments and off-shore postings with the Strategy and Capability team</li> <li>■ Works closely with HR Partners, HR Advisors, and managers in identifying deployment opportunities for returning secondees</li> <li>■ Leads hiring managers through the secondment and OSEP selection processes</li> <li>■ Develops a pack of appropriate local secondment and OSEP selection tools, within the suite available to the team, or under the guidance of the Sourcing Manager for non-standard selection processes, including advertising approach, processes to support quality decision making, and to ensure streamlined processes</li> <li>■ Ensures local secondment and OSEP processes are documented and appropriate authorities and sign offs are obtained, including the completion of accurate and timely secondment agreements and employment documentation</li> <li>■ Coaches, develops and advises managers in secondment and OSEP selection activities</li> <li>■ Utilises in-house e-recruitment technology to effectively manage and store local secondment and OSEP personal information</li> <li>■ Effectively co-ordinates and communicates with the HR Partner Team regarding the provision of</li> </ul>	<ul style="list-style-type: none"> <li>■ Reduction in time for returning secondees to be fully deployed back into the Agencies</li> </ul>

Jobholder is accountable for:	Jobholder is successful when:
<p>secondment and OSEP selection services for their customer portfolio</p>	
<p>4. <u>Undertaking effective stakeholder engagement and relationship management including building strong relationships with key external suppliers (e.g. advertising agencies, e-recruitment suppliers, external recruitment and search consultants/agencies, and relocation providers and consultants psychologists, medical and dental providers) and internal customers.</u></p> <ul style="list-style-type: none"> <li>■ Demonstrates commitment to fostering relevant engagement at all levels of the Agencies and within P&amp;C</li> <li>■ Develops and maintains effective working relationships with key internal and external stakeholders, acting in a manner which is consultative, non-territorial and collegial <ul style="list-style-type: none"> <li>▪ Managing the relationships with preferred parties providing external recruitment support</li> <li>▪ Working with the HR Partner to ensure the business context and issues are built into recruitment solutions</li> <li>▪ Providing relevant coaching and support to hiring managers to ensure they are competent and skilled in recruiting</li> <li>▪ Being an informative first point of contact for interested applicants</li> <li>▪ Maintaining contact with candidates within the recruitment process so that both successful and unsuccessful applicants have a positive experience of the Agencies</li> </ul> </li> <li>■ Effectively communicates with the</li> </ul>	<ul style="list-style-type: none"> <li>■ Key stakeholders feel engaged in Sourcing initiatives and supported in their business.</li> <li>■ Effective and productive relationships are built and maintained throughout the business, at the right level of influence.</li> <li>■ P&amp;C is viewed as joined up/connected from a stakeholder perspective.</li> <li>■ Learnings are effectively communicated and shared across functions to facilitate continuous improvement within P&amp;C and the wider organisation.</li> <li>■ The business receives a professional, cost effective and timely service.</li> <li>■ Wider P&amp;C team understand and support the team's focus and efforts.</li> <li>■ Improvements in quality of selection decisions by managers.</li> </ul>



Jobholder is accountable for:	Jobholder is successful when:
<p>P&amp;C team to work in synchronisation with P&amp;C as a whole, and the other parts of the business</p> <ul style="list-style-type: none"> <li>■ Develops and maintains strong internal and external networks in order to keep them informed and share knowledge.</li> </ul>	
<p>5. <u>Ensuring compliance and process improvement.</u></p> <ul style="list-style-type: none"> <li>■ Ensures compliance with legislative and statutory requirements, within area of expertise, including employment and privacy legislation</li> <li>■ Puts forward viable and well thought through suggestions for improvements to systems and services.</li> </ul>	<ul style="list-style-type: none"> <li>■ Compliance is evident through audit/compliance reviews and processes.</li> <li>■ Viable and well thought through suggestions for improvements to systems and services are put forward to the P&amp;C team.</li> </ul>
<p>6. <u>Providing constructive feedback and timely input on systems, process, policy and procedures improvements within the P&amp;C team.</u></p>	<ul style="list-style-type: none"> <li>■ Improved processes, systems, policies and procedures in delivering P&amp;C services.</li> <li>■ All people processes are operating efficiently.</li> </ul>
<p>7. <u>Working effectively and constructively across the entire P&amp;C team, ensuring effective sharing of relevant information and a high level of communication.</u></p>	<ul style="list-style-type: none"> <li>■ The entire P&amp;C team is appropriately informed and communicated with on areas of relevance to their work.</li> </ul>
<p>8. <u>Undertaking other duties and projects as required.</u></p> <ul style="list-style-type: none"> <li>■ Completes to a high quality and in a timely manner all other duties which are requested, including participation in P&amp;C projects.</li> </ul>	<ul style="list-style-type: none"> <li>■ Participates effectively as a P&amp;C team member.</li> </ul>

Precise performance measures for this position will be developed in discussion between the jobholder and manager as part of the performance development and review process. It is also expected that you will undertake other duties that can be reasonably be regarded as relevant to the position, your experience and capability.

## Person specification

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what expertise the current jobholder has.) This may be a combination of knowledge, experience, key skills, attributes, job specific competencies, qualifications or equivalent level of learning, .*

## Qualifications

### Essential:

Working towards a diploma or degree in Human Resources, or a general degree (e.g. business, commerce, psychology), or an equivalent level of relevant knowledge and experience.

### Desirable:

A relevant general degree (e.g. business, commerce, psychology)

## Knowledge/experience

### Essential:

- Proven experience (2 – 5 years) in providing selection and recruitment services in a medium sized organisation
- Demonstrated experience working with and advising line managers on selection and recruitment practices
- Ability to engage and influence people
- Proven ability to establish and maintain effective working relationships across all levels of an organisation
- Excellent facilitation and presentation skills
- Excellent written and verbal communication skills

### Desirable:

- Experience in managing in a high volume selection and recruitment environment
- Good working knowledge of the public sector environment
- Working knowledge of relevant employment legislation e.g. ERA, Health and Safety in Employment Act.

## Personal attributes

- Highly effective planning and organising skills, including time management and prioritising within a complex work environment with competing priorities
- An ability to deliver high quality work output under pressure
- Self-motivated, adaptable, innovative and adept at problem solving both independently and in a team environment
- Strong customer service orientation
- Excellent interpersonal skills
- Ability to work collaboratively across and within teams to deliver outcomes
- Team player
- Agile, adaptable, and flexible
- An ability to adapt quickly and positively to change
- Demonstrated high levels of professionalism, integrity and an ability to obtain and maintain a TSS security clearance

## Changes to position description

Positions in the GCSB may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. Such change may be initiated as necessary by the manager of this position. This position description may be reviewed as part of planning for the annual performance cycle.

## Health and safety

GCSB is committed to providing a healthy and safe work environment and management practices for all employees. Employees are expected to share this commitment as outlined in the Health and Safety in Employment Act by taking all practicable steps to ensure:

- a. The employee's safety while at work; and
- b. That no action or inaction of the employee while at work causes harm to any other person.

## Knowledge management

Employees are responsible for ensuring that all business records created are accessible and stored in the correct manner according to GCSB record keeping policy, standards, and procedures.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Date: \_\_\_\_\_

