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GOVERNMENT
COMMUNICATIONS
SECURITY BUREAU
TE TIRA TIAKI



New Zealand
Security Intelligence
Service
Te Pā Whakamarumarū

POSITION DESCRIPTION

Recruitment Advisor

Unit/Branch, Directorate: People and Capability (P&C)
Intelligence Community Shared Services

Location: Wellington

Salary range: G \$68,316 - \$102,474

Purpose of position:

The role of the Recruitment Advisor is to deliver effective and timely end-to-end selection and recruitment services to hiring managers by sourcing and placing suitable high calibre candidates across GCSB and NZSIS.

The position also provides advice and support to internal secondments and international postings where needed.

Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

Our mission at the NZSIS is to keep New Zealand and New Zealanders safe and secure

Our values at the GCSB are Respect, Commitment, Integrity and Courage

Our values at the NZSIS are Collaborative, Courageous, Positive, Driven and Self-aware

IC Shared Services purpose: The Intelligence Community Shared Services (ICSS) is a trusted partner of the New Zealand Security Intelligence Service (NZSIS) and Government Communications Security Bureau (GCSB) enabling the achievement of individual and joint agency strategic and operational outcomes.

We provide expert advice, guidance and business support in the professional fields of people and capability, finance, facilities, security, and procurement.

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Key accountabilities	Deliverables/Outcomes
<p>Delivering effective and timely selection and recruitment services to managers.</p> <ul style="list-style-type: none"> • Provides centralised, end-to-end recruitment advice and services to the Agencies’ managers. • Supports the prioritisation and delivery of the Agencies recruitment needs aligned to their workforce plan objectives. • Leads managers through the recruitment and selection processes, including (but not limited to): <ul style="list-style-type: none"> ○ Preparing unclassified position descriptions in consultation with the hiring manager ○ Designing and developing advertising plans and material for the hiring manager ○ Providing advice on the long list and shortlisting process, including selection criteria ○ Designing interview questions linked to the selection criteria and preparing the master interview/ selection panel packs ○ Attending interviews and assisting with drafting interview write-ups where required ○ Conducting phone interviews, reference checking and other pre-employment checks where applicable ○ Ensuring candidates and hiring managers are kept up to date at all stages of the selection process ○ Ensuring recruitment processes are documented and appropriate authorities and sign off are obtained • Coaches, develops and advises managers in recruitment and selection activities, including the appropriate use of psychometric and other assessments. • Provides input to the development of regular P&C reports to senior management 	<ul style="list-style-type: none"> • Works collegially with team members to ensure the Sourcing team achieves its work plans. • Commitment from managers who are fully engaged throughout the recruitment processes. • High fill ratio of high calibre candidates who match the position requirements and fit the hiring manager’s team. • Appropriate processes are used to support quality decision making, and to ensure a streamlined approach.

<p>in the Agencies to assess the effectiveness of recruitment practices, increase awareness of recruitment issues, and provide them with relevant information.</p> <ul style="list-style-type: none"> • Works collaboratively across the P&C team to achieve a cohesive approach to the effective recruitment and selection of the best possible candidates. • Identifies recruitment risks and issues and develops, recommends, and implements approaches to manage, mitigate or minimise risks. 	
<p>Applying good industry practice, process and standards when undertaking recruitment.</p> <ul style="list-style-type: none"> • 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. • Applies an understanding relevant market trends and business challenges and ensures they are reflected in recruitment processes and practices used with hiring managers. • 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. • Implements approved strategies and initiatives that heighten awareness of candidates so that they view the Agencies as an ‘employer of choice’. • Ensures the seamless transition for new employees into the Agencies from the recruitment process. 	<ul style="list-style-type: none"> • Increase in positive indicators, on candidate care, from successful and unsuccessful candidates.



<p>Contributing to the delivery of effective and timely recruitment of local secondment and Overseas Secondments, Exchanges and Postings (OSEP), services to managers and staff. Provides centralised, end-to-end local secondment and OSEP advice and services to the Agencies' managers and staff.</p> <ul style="list-style-type: none"> • Works closely with HR Partner team and managers in identifying deployment opportunities for returning secondees. • Leads hiring managers through the secondment and OSEP selection processes. • 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. • 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. • Coaches, develops and advises managers in secondment and OSEP selection activities. • Effectively co-ordinates and communicates with the HR Partner team regarding the provision of secondment and OSEP selection services for their customer portfolio. 	<ul style="list-style-type: none"> • Individual secondments and off-shore postings line up with identified development opportunities. • Increases in satisfaction levels for employees seconded and posted off-shore. • Reduction in time for returning secondees to be fully deployed back into the Agencies.
<p>Undertaking effective stakeholder engagement and relationship management including building strong relationships with key external suppliers and internal customers.</p> <ul style="list-style-type: none"> • Managing the relationships with preferred parties providing external recruitment support. • Working with the HR Partner team to ensure the business context and issues are built into recruitment solutions. 	<ul style="list-style-type: none"> • Key stakeholders feel engaged in Sourcing initiatives and supported in their business. • Effective and productive relationships are built and maintained throughout the business, at the right level of influence. • P&C is viewed as joined up/connected from a stakeholder perspective. • Learnings are effectively communicated

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<ul style="list-style-type: none"> • Providing relevant coaching and support to hiring managers to ensure they are competent and skilled in recruiting. • Being an informative first point of contact for interested candidates. • Maintaining contact with candidates within the recruitment process so that both successful and unsuccessful applicants have a positive experience of the Agencies. • Effectively communicates with the P&C team to work in synchronisation with P&C as a whole, and the other parts of the business. • Develops and maintains strong internal and external networks in order to keep them informed and share knowledge. 	<p>and shared across functions to facilitate continuous improvement within P&C and the wider organisation.</p> <ul style="list-style-type: none"> • The business receives a professional, cost effective and timely service. • Wider P&C team understand and support the team’s focus and efforts. • Improvements in quality of selection decisions by managers.
<p>Ensuring compliance and process improvement.</p> <ul style="list-style-type: none"> • Ensures compliance with legislative and statutory requirements, within area of expertise, including employment and privacy legislation. 	<ul style="list-style-type: none"> • Compliance is evident through audit/compliance reviews and processes.
<p>Providing constructive feedback and timely input on systems, process, policy and procedures improvements within the P&C team.</p>	<ul style="list-style-type: none"> • Improved processes, systems, policies and procedures in delivering P&C services. • All people processes are operating efficiently.
<p>Working effectively and constructively across the entire P&C team, ensuring effective sharing of relevant information and a high level of communication.</p>	<ul style="list-style-type: none"> • The entire P&C team is appropriately informed and communicated with on areas of relevance to their work.
<p>Undertaking other duties and projects as required.</p> <ul style="list-style-type: none"> • Completes to a high quality and in a timely manner all other duties which are requested, including participation in P&C projects. 	<ul style="list-style-type: none"> • Participates effectively as a P&C team member.
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm. • Report all incidents and hazards promptly. • Know what to do in the event of an 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements in the NZIC Health and Safety policy and procedures are met.

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<p>emergency.</p> <ul style="list-style-type: none"> • Cooperate in implementing return to work plans. • Be a visible role model at all times. • Follow GCSB's safety rules and procedures. 	
Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • People & Capability team members • People Managers within the Agencies • Psychology Services team • Internal candidates
External:	<ul style="list-style-type: none"> • Central Government Agencies • HR and recruitment peers in both the public and private sectors, including the wider Intelligence Community • Ministry of Foreign Affairs and Trade (MFAT) • Foreign Liaison Agencies • External Suppliers and Vendors • Universities • Central Agency Shared Services (CASS) including the State Services Commission (SSC)

Person Specification	
Experience:	<ul style="list-style-type: none"> • Extensive experience in providing selection and recruitment services in a medium or large sized organisation. • Demonstrated experience working with and advising line managers on selection and recruitment practices. • Experience in managing end to end recruitment in a high volume selection and recruitment environment, is desirable.
Knowledge and Skills:	<ul style="list-style-type: none"> • Ability to engage and influence people. • Excellent interpersonal skills with the proven ability to establish and maintain effective working relationships across all

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	<p>levels of an organisation.</p> <ul style="list-style-type: none">• Excellent accuracy and attention to detail, with the ability to deliver high quality work output under pressure.• Excellent written and verbal communication skills.• Highly effective planning and organising skills, including time management and prioritising within a complex work environment with competing priorities.• Self-motivated, adaptable, innovative and adept at problem solving both independently and in a team environment.• Strong customer service orientation.• Ability to work collaboratively across and within teams to deliver successful outcomes.• An ability to adapt quickly and positively to change.• Demonstrated high levels of professionalism and integrity.• Good working knowledge of the public sector environment, is desirable.• Working knowledge of relevant employment legislation e.g. ERA, Health and Safety in Employment Act, is desirable.
Qualifications and Courses:	<ul style="list-style-type: none">• 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.
Specific Job Requirements:	<ul style="list-style-type: none">• 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. This Position Description may be reviewed as part of planning for the annual performance cycle.

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Date PD reviewed 12/12/2018

Signatures		
Manager's Name		
Signature		Date:
Employee's Name		
Signature		Date:

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