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TE TIRA TIAKI



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Recruitment Coordinator

<b>Unit/Branch, Directorate:</b>	People and Capability (P&C) Intelligence Community Shared Services
<b>Location:</b>	Wellington
<b>Salary range:</b>	E \$48,934 - \$73,400

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#### **Purpose of position:**

The role of the Recruitment Coordinator is to provide administration and coordination support to the Sourcing team; and assist in delivering effective and timely end-to-end selection and recruitment services across GCSB and NZSIS.

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**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

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**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.

**BEYOND  
ORDINARY**

We are. **Are you?**



New Zealand Intelligence Community  
Te Rōpū Pārongo Tārehu o Aotearoa  
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Key accountabilities	Deliverables/Outcomes
<p><b>Provision of administration and coordination support to the Sourcing team.</b></p> <ul style="list-style-type: none"> <li>• Works collaboratively across the P&amp;C team to achieve a cohesive approach to the effective recruitment and selection of the best possible candidates.</li> <li>• Provides administrative support in a timely and accurate manner.</li> <li>• Establishes and maintains electronic and paper filing systems and procedures, and develops new systems as required.</li> <li>• Filing confidential documents and correspondence.</li> <li>• Supports the prioritisation and delivery of the agencies recruitment needs aligned to their workforce plan objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares and processes documentation on behalf of the Sourcing team, including but not limited to assessment centre packs, interview templates and letters of offer.</li> <li>• Interviews and meetings arranged as requested and within agreed timeframes, including disseminating confirmation advice and documentation.</li> <li>• Assists with travel arrangements for any bulk recruitment rounds, as requested.</li> <li>• Management and coordination of functions in conjunction with others, as requested.</li> <li>• Manages the external Sourcing email inbox and assists with responding to candidate enquiries, within agreed timeframes.</li> <li>• Assists with phone screens and reference checks, when required.</li> <li>• Updates statistical data to assist in recruitment reporting.</li> <li>• Assists with declines for unsuccessful candidates who have not been shortlisted.</li> <li>• Assists with loading internal and external recruitment advertisements in accordance with agreed recruitment strategies and timelines.</li> </ul>
<p><b>Applying good industry practice, process and standards when undertaking recruitment.</b></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> </ul>	<ul style="list-style-type: none"> <li>• Increase in positive indicators, on candidate care, from successful and unsuccessful candidates.</li> </ul>
<p><b>Undertaking effective stakeholder engagement and relationship management including building strong relationships with key external suppliers and internal customers.</b></p> <ul style="list-style-type: none"> <li>• Liaising with preferred parties providing external recruitment support.</li> <li>• Working with the HR Partner team to ensure the business context and issues are built into recruitment solutions.</li> <li>• Being an informative first point of contact</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</li> </ul>

<p>for interested candidates.</p> <ul style="list-style-type: none"> <li>• Providing backup when needed for the Recruitment Advisors by maintaining contact with candidates within the recruitment process so that both successful and unsuccessful candidates have a positive experience of the Agencies.</li> <li>• Effectively communicates with the P&amp;C team to work in synchronisation with P&amp;C as a whole, and the other parts of the business.</li> <li>• Develops and maintains strong internal and external networks in order to keep them informed and share knowledge.</li> </ul>	<p>a stakeholder perspective.</p> <ul style="list-style-type: none"> <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>
<p><b>Ensuring compliance and process improvement.</b></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> </ul>	<ul style="list-style-type: none"> <li>• Compliance is evident through audit/compliance reviews and processes.</li> </ul>
<p><b>Providing constructive feedback and timely input on systems, process, policy and procedures improvements within the P&amp;C team.</b></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><b>Working effectively and constructively across the entire P&amp;C team, ensuring effective sharing of relevant information and a high level of communication.</b></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><b>Undertaking other duties and projects as required.</b></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>
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm.</li> <li>• Report all incidents and hazards promptly.</li> <li>• Know what to do in the event of an emergency.</li> <li>• Cooperate in implementing return to work plans.</li> <li>• Be a <b>visible</b> role model at all times.</li> <li>• <b>Follow</b> GCSB's safety rules and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work.</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met.</li> </ul>

## Position delegation

Financial delegation:

None

## Key stakeholders

Internal:

- People and Capability team members
- People Managers within the GCSB and NZSIS
- Psychology Services team
- Internal candidates

External:

- Central Government Agencies
- HR and recruitment peers in both the public and private sectors, including the wider Intelligence Community
- External Suppliers and Vendors  
Universities
- Central Agency Shared Services (CASS) including the State Services Commission (SSC)

## Person Specification

Experience:

- Proven administration and coordination skills and experience, preferably providing support to a busy recruitment team.
- Previous experience in identifying and updating processes improvements, is desirable.
- Experience in managing high volume selection and recruitment services, is desirable.
- 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.

Knowledge and Skills:

- Highly effective planning and organising skills, including time management and prioritising within a complex work environment with competing priorities.
- Excellent accuracy and attention to detail, with the 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.

	<ul style="list-style-type: none"> <li>• Strong customer service orientation.</li> <li>• Excellent interpersonal skills with the ability to interact with a diverse range of people at all levels of an organisation.</li> <li>• Ability to work collaboratively across and within teams to deliver successful outcomes.</li> <li>• Strong written and verbal communication skills.</li> <li>• An ability to adapt quickly and positively to change.</li> <li>• Demonstrated high levels of professionalism and integrity.</li> </ul>
Qualifications and Courses:	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Specific Job Requirements:	<ul style="list-style-type: none"> <li>• Ability to obtain and maintain a TSS security clearance.</li> </ul>

## 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.

Date PD reviewed: 1/12/2018

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