

Recruitment Consultant

Position Description

Date: September 2019

Job Title	:	Māori Workforce Recruitment Consultant
Department	:	Recruitment, HR Directorate
Location	:	Level 1, 43 Taharoto Road, Takapuna
Reporting To	:	Recruitment Manager (Kaupapa Maori Support and Guidance from the GM Maori)
Direct Reports	:	<u>Nil</u>
Functional Relationships with	:	<u>Internal</u> <ul style="list-style-type: none">• Chief Advisor Tikanga• GM Maori Health• DHB General Managers and Service Managers• Directors of Nursing and Midwifery• Heads of Departments• Hiring Managers• Human Resources Managers, Advisors, Specialists• Recruitment Managers at WDHB, CMH & ADHB• HRIS Systems Regional Consultant• Māori Alliance Leadership Team (MALT) and Operational Group• Māori Workforce Development Consultant• Māori Clinical Nurse Director (ADHB/WDHB) <u>External</u> <ul style="list-style-type: none">• Recruitment Suppliers• Tertiary Institutions• Other DHB's and employers• Professional Registration bodies• Advertising Suppliers• Recruitment Technology Solution providers• Hia Ora hauora• Work and Income• MOU Partners
Purpose of the role		To increase the number of Māori recruited into the priority workforce groups through the implementation of Kaupapa Māori Recruitment practices and techniques and the wider application of these practices across the whole Recruitment Team.

Recruitment Consultant

Position Description

Our Purpose, Values and Standards

At the heart of Waitematā DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.

everyone matters

Every single person matters, whether patients, clients, family members or staff members.

- **Welcoming** and friendly
- **Respect** and value each individual
- Take time to **listen** and understand
- **Speak up** for others

with compassion

We see our work in health as a vocation and more than a job. We are aware of the suffering of those entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and means we will strive to do every-thing we can to relieve suffering and promote wellness.

- **Compassionate** for your suffering
- Attentive, **helpful** and kind
- Protect your **dignity**
- **Reassuringly** professional

connected

We need to be connected with our community. We need to be connected within our organisation – across disciplines and teams. This is to ensure care is seamless and integrated to achieve the best possible health outcomes for our patients / clients and their families.

- **Communicate** and keep people informed
- **Explain** so people understand
- **Teamwork** with patients, whānau, and colleagues
- Give and receive **feedback**

better, best, brilliant

We seek continuous improvement in everything we do. We will become the national leader in health care delivery.

- **Positive** we can make a difference
- **Improve** our service and ourselves
- Clean and **safe** practice
- Timely, **efficient** and organised

Health Equity

Our promise of best care for everyone means that our work must meet the different health needs of all communities and populations within this district. That’s why we are building a workforce that has what it takes to improve health equity for Māori for our population.

Recruitment Consultant

Position Description

KEY TASKS	EXPECTED OUTCOMES
Māori recruitment projects	<ul style="list-style-type: none"> • Aspiration to be the DHB of choice for Māori interested in careers in health and health related occupations. • In conjunction with the Recruitment Manager to improve the Recruitment experience for Māori applicants • Assists with the attraction and recruitment of Māori Applicants onto the DHBs Scholarship and Health Care Assistant development programme. • Contribute to and improve the culture capability for Managers when attracting, selecting and interviewing Māori applicants. • Provide input into the development of content of Hiring Manager Training.
Recruitment portfolios	<ul style="list-style-type: none"> • Will be a key recruiter to attract staff to Māori Health services and Māori Mental Health Services • To assist with the recruitment of the NETP Nursing graduates to increase the engagement and numbers of the Māori in the nursing workforce • To provide 1 on 1 support/follow up to any Māori Applicants in our hard to fill areas such as Nursing, Midwifery, Sonography and Allied Health and help to develop this capability across the wider recruitment team.
Reporting	<ul style="list-style-type: none"> • To track and report on Māori Workforce figures with support from the HR Workforce Analyst.
Attendance at Meetings	<ul style="list-style-type: none"> • Representative on the Operational Māori Alliance Leadership Team meeting for Waitematā DHB • Representative at Māori Professional Association hui's for all priority workforce groups
General Recruitment Candidate experience	<ul style="list-style-type: none"> • Day to day liaison with Hiring Managers, Candidates and other customers within WDHB • Maintaining regular and professional contact within the WDHB Hiring Managers and other clinical and non-clinical based candidates and customers. • Source and screen candidates from the Taleo talent pool relevant to vacant positions (database mining the Waitematā DHB and regional talent pool). • Identify potential improvements to ensure the continued evolution of customer care and service levels • Ensuring that all Waitematā DHB Managers/Customers and internal/external candidates are continuously updated with the features and benefits of the recruitment service. • Developing a thorough understanding of the issues facing WDHB in terms of recruiting, developing and retaining staff. • Managing expectations of candidates, customers and

Recruitment Consultant

Position Description

KEY TASKS	EXPECTED OUTCOMES
	<p>Waitematā DHB and ensuring that service levels are adhered to.</p> <ul style="list-style-type: none"> • Recruiting new candidates to develop the business and to maximise potential innovative sourcing strategies. • Identify potential improvements to ensure the continued evolution of customer care and service levels • Developing and implementing recruitment strategies to address FTE deficits and forecasted growth- eg campaigns, research, events, promotion and marketing of the DHB • Work to the agreed KPI's set by the Recruitment Manager. • Negotiate on behalf of Hiring managers with External recruitment agencies – at all times focusing upon best value and return on investment. • Understanding the immigration process • Ensuring all immigration activities are consistent with Waitematā DHB policy unless specifically agreed in conjunction with the Global Mobility Consultant. • At all times uphold the highest standards of “customer service” to candidates to ensure that they all experience a memorable and positive recruitment experience.
Marketing	<ul style="list-style-type: none"> • Develop in conjunction with customers, innovative marketing strategies to attract candidates. • Fully understand and perpetuate the Waitematā DHB Employee Value Proposition aligned to the Waitematā DHB organisational vision and values. • Market Waitematā DHB as an employer of choice to targeted communities relevant to recruitment requirements. • Keep up to speed with changes to recruitment marketing sources, inclusive of online channels. • Potentially attend recruitment events, expos or conferences – to assist with recruitment activity as and when required
Utilise Information Technology	<ul style="list-style-type: none"> • Demonstrate ability to access and use Taleo/Oracle • Is conversant with applications required for specific discipline/role. For example, Taleo, Active Docs etc. • Maintains own professional development by attending relevant IT educational programmes or liaison with the local Taleo Super User.
Administration	<ul style="list-style-type: none"> • Ensuring all relevant checks, references and other administrative tasks are up to date. • Preparing contracts in a timely accurate manner • Accurate maintenance of data base records and management information systems. • Update the Taleo/Oracle recruitment system

Recruitment Consultant

Position Description

KEY TASKS	EXPECTED OUTCOMES
	<ul style="list-style-type: none"> • Perform recruitment activities in accordance with relevant legislation (Human Rights Act 1993, Privacy Act 1993, Criminal Records (clean slate) Act 2004, Fair Trading Act 1986, Vulnerable Children Act 2014). • Set up and organise interviews and send appropriate letters and notifications to candidates. • Process Staff Appointment Forms in conjunction with Hiring managers. • Ensure that employment offers and contracts together with all supporting documentation are submitted to candidates in a timely manner during the recruitment process.
Team Work	<ul style="list-style-type: none"> • Work to ensure a cohesive and highly motivated team environment with responsibility for effective skills transfer and knowledge share • Willing participant in team meetings and team activities
Policy	<ul style="list-style-type: none"> • Ensuring all activities are consistent with healthAlliance/Waitematā DHB policy unless specifically agreed.
Other Duties	<ul style="list-style-type: none"> • Any other tasks and activities as required in line with the above job purpose.
Statutory & Treaty of Waitangi obligations	<ul style="list-style-type: none"> • Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive. • Shows sensitivity to cultural complexity in the workforce and patient population
To recognise individual responsibility for workplace Health & Safety under the Health & Safety Act 1992 & Amendments 2002	<ul style="list-style-type: none"> • Follows & complies with H&S policies & processes & applying them to their own work activities, including using/wearing Personal Protective Equipment as required. • Participates in activities directed at preventing harm and promoting well-being in the workplace. • Identifies, reports & self-manages hazards where appropriate • Early and accurate reporting of incidents at work and raising issues of concern when Identified.

Recruitment Consultant

Position Description

PERSON SPECIFICATION

POSITION TITLE: Māori Workforce Recruitment Consultant

	Minimum	Preferred
Qualification	Tertiary diploma or certificate in HR or business related field or equivalent experience	A course or qualification in Māori development and/or A marae-based course or qualification and/or
Experience	Experience in Māori Development eg community development Three - five years recruitment experience or equivalent relevant experience. Experience in the application of NZ employment legislation	Previous recruitment experience for the health services industry Development of Māori and/or indigenous communities (2 years+)
Skills/Knowledge/Behaviour	<ul style="list-style-type: none"> • Speaks Reo Māori • Ability to practically apply Matauranga Māori • Strong interpersonal skills, excellent written and oral communication. • Good presentation skills. • Self-motivating and innovative, able to work on own initiative. • Proven ability to develop effective business relationships. • Excellent time management, problem solving skills and decision making ability. • Flexible approach to work. 	E-Recruitment Systems Knowledge



Recruitment Consultant

Position Description

POSITION IN ORGANISATION

