

## POSITION DESCRIPTION



**Role Title:** Recruitment Coordinator  
**Business Group:** People and Capability  
**Reports to:** General Manager, People and Capability  
**Salary Band:** Band E

Barnardos is New Zealand's leading children's charity, doing more for Kiwi kids. Every year our services and people make a real and positive difference in the lives of thousands of children, young people and their families.

Our vision / moemoeā

An Aotearoa New Zealand where every child shines bright.

Our mission/kaupapa

Be the voice and greatest fan of the next generation

Shape brighter futures via early education and targeted social services

Create insightful ways to empower tamariki/children to shine bright

Our Guiding Principles

Kotahitanga - Unity

Ata Whakarongo - Hear with Intent

Māiatanga - Realise Potential

Kaikōkiritanga - Progress with Purpose

Mahi tōtika - Do the Right Things Well

Barnardos is committed to the Treaty of Waitangi as a founding document of New Zealand.

### **Purpose of the role:**

The purpose of the role is to deliver a responsive end to end recruitment service for our managers. The position will key to ensuring efficient and effective recruitment services for managers and ensure candidates have a professional experience of the Barnardos recruitment process.

### **Purpose of the Business Group:**

The People and Capability team focuses on the provision of quality strategic and operational people management support across Barnardos. Barnardos aspires to an Aotearoa where every child shines bright and to do so requires a focus on ensuring our staff also 'shine bright'. People and Capability supports this through the development and implementation of the full range of people strategies, policies and programmes that support all staff to achieve and deliver outcomes for children.

## Key Result Areas

### Recruitment Administration

**Outcome:** The recruitment process is efficient, accurate and effective.

**Key responsibilities include:**

- Develop and enhance the suite of advertising templates for all recruitment platforms and approved media ensuring a strong employer brand
- Place advertisements and track their performance using the recruitment database, liaising with managers and People and Capability team members
- Be the main contact on advertisements and ensure all applicants are included in the candidate management system
- Coordinate and arrange interviews and testing, including scheduling, materials preparation, collating cvs and panel liaison
- Ensure interview question templates are robust and meet all requirements, including appropriate children's safety questions that comply with the Vulnerable Children's Act
- Ensure pre-employment checks are undertaken, liaising with staff involved in Police vetting processes
- Contribute to the development of recruitment campaigns
- Liaise with recruitment agencies as required

### Candidate Management

**Outcome:** Applicants for positions have a professional and engaging experience of Barnardos.

**Key responsibilities include:**

- Ensure the candidate management database is maintained and that all contacts with candidates are managed
- Ensure all applicants receive communication in a timely manner throughout their application process and that this is tracked effectively
- Ensure candidate declaration forms are completed
- Ensure candidates experience a warm and professional engagement with Barnardos
- Coordinate with managers to ensure an exemplary candidate experience from start to finish
- Provide assistance with general candidate enquiries

### Selection

**Outcome:** All relevant information is obtained for managers to make appropriate selection decisions.



- Key responsibilities include:**
- Undertake shortlisting processes as applications are received
  - Undertake telephone screening processes for shortlisting to interview stage
  - Contribute to panel interviews as a member as required
  - Undertake reference checking on behalf of managers as required
  - Undertake background checking, eg; teacher registration and ensure that all documentation for the appointment decision is completed and approved
  - Ensure the children's worker safety checklist is completed accurately to auditable standards.
  - Support managers to make offers to successful candidates and complete new starter paperwork

#### Continuous process improvement

**Outcome:** The recruitment and selection process is streamlined and effective.

- Key responsibilities include:**
- Consistently review the recruitment and selection processes from the perspective of all customers (candidates, appointing managers, administrators) to ensure they are efficient and up to date

#### Ngā Pou e Whā (Māori Strategy)

**Outcome:** All work at Barnardos is guided and informed by Ngā Pou e Whā the Barnardos Maori Strategy.

- Key responsibilities include:**
- Have a sound understanding of the principles of Ngā Pou e Whā, the Treaty of Waitangi and apply them to everyday practice.
  - Build all relationships with consideration of the Barnardos principles and Ngā Pou e Whā.

#### Health, Safety and Environment

**Outcome:** A safe and healthy working environment is maintained at all times.

- Key responsibilities include:**
- Take individual responsibility for Health and Safety practices.
  - Comply with occupational health and safety legislation and regulations.
  - Be familiar with and observe all safe work policies, procedures and instructions.
  - Promote and participate in health and safety, maintain a safe workplace, and ensure that all equipment is used correctly at all times.
  - Take responsibility for own health and safety and ensure no action or inaction on your part harms others in the workplace.



## Projects or Other Duties as Required

**Outcome:** The team and function meets its purpose and strategy.

**Key responsibilities include:**

- Perform other duties which may reasonably be required which fit the role's purpose, and for which the position holder is qualified or has received adequate training or instruction.
- Insert the key responsibilities in this area
- Add as many points as required

## Key Relationships

All Barnardos employees have a responsibility for developing and maintaining excellent relationships. In this role, the **key relationships** to be developed are as follows:

Within Barnardos NZ	Outside Barnardos NZ
People and Capability Advisors	Advertising companies
Marketing Team	Recruitment agencies
ELC Centre Managers and Head Teachers	
Operations Managers	

## Person Specification

### Experience and Qualifications

Essential	Desirable
Experience in recruitment administration and/or candidate sourcing	Experience with applicant tracking systems, eg; SEEK
Intermediate MS office skills, outlook, word, excel	
Experienced in high volume work, managing multiple priorities	

### Knowledge

Essential	Desirable
Knowledge of a customer centric approaches	Understanding of employment legislation relevant to recruitment and selection
Understanding of bias in recruitment activities	



## Skills and Competencies

Essential	Desirable
Able to deliver exemplary customer service and build strong relationships	
Self-managing and able to meet tight deadlines	
Practical and able to apply good judgement in a fast paced role	
Strong team player	
Confident effective communication skills verbally and written	

## Vulnerable Children Act 2014

This role is a Not a Children's Worker under the Vulnerable Children Act 2014.

## Delegations and Authority

- No formal delegations.

## Authorisation of Position Description

Positions in Barnardos may change over time as the organisation evolves and priorities change. The key responsibilities for this position may change as the job evolves to ensure that Barnardos is able to adapt and respond to changes in the business environment. Any significant changes would be discussed between the jobholder and their manager. All significant changes will be approved by the relevant Executive Leadership Team (ELT) member.

Date Created:	20 April 2019	Date last updated:	Insert date
Authorised by:	Anne Clews General Manager	Date authorised:	
Signature:			

