

Position Description

Title	Recruitment Advisor
Location	Auckland Offices
Reports To	Recruitment Lead
Direct Reports	No

About Habit Health

Our purpose is to support people in their community to optimise health and live their best life. We support people on mental and physical health journeys, helping them restore function, grow stronger, re-establish, and grow social, whanau and/or spiritual connections, be safe at work, gain independence and learn how to manage their pain.

We pride ourselves on being the best option in New Zealand for organisations looking for integrated health services at scale.



Position Purpose

The Recruitment Advisor will support end-to-end recruitment with a strong focus on establishing successful candidate sourcing in a challenging talent market.

The Recruiting Advisor will anticipate recruitment needs and business growth initiatives by utilising people skills and recruitment platforms to generate leads and attract candidates for current and future vacancies.

You will champion strong candidate relationships, the drive to build a database of quality candidates and support the Recruitment Lead with initiatives to grow our recruitment strategy and partnerships with regional teams. You will also lend your skills in building our employer brand initiatives to help us stand out in the job market.

This position description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative environment.

Key Accountabilities

End-to-end Recruitment

- Work with team members to assist in BAU recruitment
- End-to-end recruitment activities to a high standard, including but not limited to:
 - Writing excellent job adverts
 - interviewing and assessing prospective applicants
 - screening and shortlisting candidates
 - organising interviews
 - candidate attraction
 - making arrangements for the advertisement of vacancies
 - conducting thorough reference checks
 - building relationships with clients

- Provide support for the development of specific strategies for successful recruiting outside of the scope of standard BAU recruitment processes.
- Develop a proactive approach to monitor, manage and timely deliver on resourcing needs

Talent sourcing - Proactive Sourcing Management

- Source candidates through database, job boards, social media networks, events, head-hunting and referrals
- Write effective and promotive vacancy adverts and other communication pieces related to attract suitable and high calibre candidates
- Work on international recruitment campaigns
- Provide input and suggestions to achieve recruitment objectives

Relationship Management

- Instantly build great rapport with candidates and stakeholders, and maintain long-standing and strategic relationships where appropriate
- Timely connect with potential candidates via various methods in order to achieve recruitment objectives
- Ensure positive interactions during the recruitment process by demonstrating willingness, initiative and thought when dealing with candidates
- Act appropriately, and respond swiftly where timing is key, for example provide detailed, relevant and timely information to candidates or coordinate recruitment events with manager
- Effectively and appropriately promote vacancies to potential candidates
- Provide overall excellent recruitment process experiences and candidate care for all potential candidates and employees
- Apply excellent sales tactic to attract passive and active candidates and secure employment offers
- Negotiate terms and conditions of employment in consultation with the Recruitment Lead to secure employment offers

Immigration and Agency Management

- Assist the team with sourcing international candidates through a variety of steps, including working with Immigration New Zealand and any other relevant agents or agencies
- Assist with accreditation changes or renewals where applicable
- Stay up to date with immigration changes, and update our policies or processes accordingly
- Provide recommendations on significant changes and implement if applicable

Reporting

- Provide data for monthly recruitment summaries for board reporting
- Develop and maintain metrics that provide insight to our business needs either retrospectively or for planning purposes.

Overview of job market

- Maintain oversight of relevant job markets and sectors relevant to Habit Health roles:
 - Understand market movements and flagging potential implications on Habit Health's ability to recruit eg. Nurse's strike, remuneration market movement or immigration changes.
 - Pay close attention to new market information to help make informed recruitment decisions
 - Monitor candidates and any issues potentially impacting targeted candidate groups eg. international candidates
- Always have a thorough understanding of market analysis and use this information to improve Habit Health's approach to achieve recruitment objectives such as competitor market analysis.
- Identify opportunities in the market and coordinate on how to incorporate these into recruitment initiatives eg. graduation dates and other key university dates

Marketing

- Work on marketing and recruitment plans to strengthen Habit Health's employer branding and presence in the job market aligned to our EVP
- Utilise various marketing, social media and recruitment platforms such as LinkedIn, Facebook, Seek, Trademe Jobs and more to achieve recruitment objectives
- Promote Habit Health as an Employer of Choice
- Work with the marketing team to achieve recruitment marketing objectives
- Assist with keeping website recruitment related content up-to-date.

General Accountabilities

- Undertake any other duties at the request of the manager, which are commensurate with the role including project work and absence cover.
- Ensure that services are delivered in line with Habit Health values, standards, and other guidelines and contractual requirements.
- Understand and apply the principles of the Te Tiriti o Waitangi
- Adhere to the policies and procedures.
- Adhere to the Delegation Authority Framework, and Limitation of Authorities (if any) Framework.
- Undertake training as relevant to your position.
- Participate in surveys and audits as necessary in order to enable the Company to meet its statutory requirements.
- Manage key working relationships (internal and external).
- Adhere to the professional standards of the relevant statutory body if applicable.

Key Performance Indicators

Deliverables

- BAU – Consistently deliver accountabilities as outlined in this position description.
- Objectives – Discussed, confirmed, and documented as part of the annual performance review cycle.
This may include:
 - Metrics
 - Projects
 - Process improvement initiatives
 - Other stretch objectives

Core Behavioural Competencies

Please refer to SharePoint for the full descriptors.

Customer focus*  Act with the customer in mind and ensuring the customer is at the centre of everything you do.	Motivation to achieve  Be action-oriented and respond positively to challenges and opportunities.	Teamwork  Work together constructively and put the team ahead of individual success.	Leadership**  Provide clear direction and build commitment within the team to achieve Habit Health objectives.
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*Customer is encompassing of all customer groups eg. Internal teams, clients, stakeholders etc.

**Only applies to people managers and roles on pathway to leadership.

Culture

Exemplify our vision, purpose, and values in everything that you do.

Health and Safety

Habit Health are committed to providing a safe and healthy working environment for all staff, including contractors.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others.
- actively maintain up to date knowledge of health and safety procedures available on SharePoint and complying with reasonable instructions, policies and procedures to ensure Habit Health are able to comply with the Health and Safety at Work Act 2015 and relevant regulations.
- identifying and reporting hazards, risks, injuries, illness and incidents (including near misses) that arise from your work or in the workplace and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so eg. manager or health and safety representative (or other contact as appropriate).

Qualifications, Knowledge, Skills and Experience

- A minimum of 2 years' experience in a recruitment role (agency or internal) for a challenging job market
- Evidenced ability to champion excellent BAU recruitment procedures and also a proactive and innovative approach to more challenging recruitment scenarios
- Strong relationship management and sales experience
- Excellent communication (verbal and written) and organisational skills.
- Sound knowledge of the health industry and allied health roles preferred
- Experience recruiting overseas candidates
- Excellent problem solving skills
- Confidence in working independently and providing excellent advice and guidance to hiring managers
- Proactive approach in utilising data to inform processes and decision making