Position description

Position title:	Talent Acquisition Consultant	**Team:**	Talent Acquisition
Division:	Group Shared Services	**Reports to:**	Talent Acquisition Team Leader
Department:	People and Culture	**Direct reports:**	0
Unit:	Talent Acquisition	**Indirect reports:**	0



Our commitment

to te ao Māori

We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a treaty-responsive organisation.



Purpose of the job

Lead end to end recruitment, partnering with our business leaders to deliver successful recruitment outcomes across Auckland Council. Using effective and efficient talent acquisition strategies, attract and engage a diverse talent pipeline of candidates to ensures organisational recruitment needs are met.

Key responsibilities	• Manage end to end talent acquisition within agreed timeframes and budgets, meeting business needs while maintaining alignment to our vision for talent attraction and our wider Council purpose. • Drive efficiency and engagement across recruitment including attraction, engagement, screening, selection, decision making and negotiation. • Utilise proactive search and talent pooling to support sourcing strategies. • Ensure candidate experience is a priority, with clear, consistent and timely communication throughout the recruitment process. • Collaborate and influence relevant stakeholders to encourage positive and appropriate practices across the recruitment life cycle. • Upskill people leaders on initiatives and recruitment activities that will improve their talent identification and recruitment experience. • Partner with external recruitment suppliers to develop strong working relationships that benefit the business's recruitment needs. • Connect with community partnerships and initiatives to support our diversity and inclusion goals including the Māori Outcomes Plan and MAHI strategy. • Analyse recruitment data to provide insights and recommendations to the business to increase recruitment experience and outcomes. • Manage self to ensure workload is prioritised effectively, managing the expectations of your stakeholders and candidates. • Actively promote and contribute to our diversity initiatives. • Engage with Council's employer brand and personal branding initiatives. • Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council.
Outcomes	• End to end talent acquisition is delivered within agreed timeframes and budgets, aligned to our wider Council purpose. • Limited reliance upon paid advertising as a sourcing strategy. • Strong relationships built within P&C and the wider organisation. • Builds 'value add' partnership-based relationships with key stakeholders, external recruitment agencies, community partnerships and initiatives. • Supports positive candidate experience across the recruitment process. • Can pronounce and use basic te reo Māori in emails, meetings and conversations. You understand and value the use of tikanga at work. • Accurate and competent use of *SuccessFactors* with minimal errors (<5%). • Assist in achieving diversity outcomes/targets within Council. • Promotes Auckland Council as a place to work and is an advocate.
Key skill	• Some understanding of relevant HR legislation, policies and procedures. • Competency in end to end recruitment across a variety of sourcing approaches, including social media and proactive search. • Highly developed communication and relationship management skills with an ability to influence across a broad range of people. • Intermediate use and knowledge of Microsoft Office. • Intermediate use and knowledge of *SuccessFactors* for Recruitment (or other similar ATS). • Achievement focussed with a growth mindset.

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Job requirements

- A tertiary qualification in HR or business-related discipline.
- 3 - 5 years' experience in recruitment and/or talent acquisition consultancy with a proven track record of delivering successful recruitment outcomes.
- An understanding of diversity and inclusion, with previous experience with D&I programmes or influencing change with diversity outcomes.
- Knowledge and understanding of Te Tiriti o Waitangi/Treaty of Waitangi.
- Fluency in Te Reo Māori would be a distinct advantage.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	**Version date:**
Howard Chaffey	11/10/2020

	Job function:	**Job family:**	**Job:**
Job framework	Human Resources	Recruitment	Advisor Recruitment

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