

# Talent Acquisition Coordinator

## Horopaki | Context

Kaunihera Taiao ki Waitaha (Environment Canterbury) is the Regional Council for the largest region in Aotearoa/New Zealand, covering an area of 44,500 square kilometres, with a population of approximately 700,000.

As a regional council, we are responsible for managing natural resources including air, soil, water and land. We work in partnership with mana whenua Ngāi Tahu to protect the health of our environment to ensure a sustainable and prosperous future for our region.

The region's evolving environmental and political context means we will continue to be agile and adaptive, as we respond to regulatory and environmental changes.

Our mahi (work) is organised around the delivery of our three core services:

- Environmental Regulation and Protection
- Community Preparedness and Response to Hazards
- Public Transport

We are guided by our strategic drivers (pou):

- Putting the community and our customers at the heart of everything we do
- Growing our relationship with mana whenua into a true partnership
- Maturing our governance model and understanding of our political environment
- Removing pain for our people (and customers) by improving our systems and processes.

Our mahi is also underpinned by our values:

- Kaitiakitanga (stewardship)
- Pononga (integrity)
- Manaakitanga (people first)
- Whanaungatanga (collaboration)
- Māiatanga (can do).

## Aronga | Purpose

The purpose of this role is to provide Recruitment and Talent Acquisition coordination support to the organisation and People, Safety and Wellbeing (PSW) team in line with Environment Canterbury's People and Capability strategy and best practice.

The role supports the day-to-day recruitment functions of the wider team, including recruitment coordination, advice and administrative support, as well as assisting with the development and implementation of recruitment, HRIS systems and processes, and related people and capability initiatives and projects.

# Ngā Haepapa | Accountabilities

## Talent acquisition coordination

- Coordinate and support the Recruitment and Talent Acquisition functions and internal PSW processes in line with the Environment Canterbury People Strategy and organisational best practise procedures, whilst delivering service excellence to internal and external customers.
- Work collaboratively to coordinate multiple people and information sources to drive accurate and timely recruitment process delivery, with a customer focused approach.
- Coordinate engagement between hiring managers and PSW BPs and Advisors to understand recruitment requirements and consult on attraction strategy and market approach.
- Produce engaging and fit for purpose creative recruitment advertising copy.
- Research and engage with external advertising and social media service providers to ensure up to date advertising content is maintained.
- Provide interview booking, coordination and guidance to hiring managers.
- Act as the first port of call and main contact for internal and external customers for general recruitment systems and process queries, ensuring the most accurate and relevant information and advice is provided, and escalate to the Talent Acquisition Business Partner or People and Capability Business Partners where appropriate. Ensure timely responses are provided to day-to-day enquiries.
- Apply business acumen pro-actively in the management, processing and maintenance of recruitment information and documentation in line with Environment Canterbury policies and procedures, and legislative requirements to mitigate risk.
- As a recruitment subject matter expert, apply self-directed problem solving around systems, process and anticipating business requirements, often outside of guidelines, that provide effective and adaptive solutions.
- Ensure that the recruitment information available to kaimahi and leaders is up to date, including reviewing and recommending content updates.

## Relationship management and team support

- Provide a range of advice and adaptive talent acquisition solutions to customers to ensure effective support, building capability and increasing understanding and compliance of recruitment systems and processes.
- Build relationships across the business, using these to identify issues and priorities and to influence behaviour using high-level communication skills to achieve effective outcomes.
- Promote and role model the Values and purpose of Environment Canterbury in line with the People Strategy, organisational policies and procedures and expected high standards of integrity, ethics, and behaviour in all operations of Environment Canterbury.
- Work in partnership with PSW Advisory team to support outcome focused PSW delivery and partnership with business.
- Liaise with relevant vendors, as needed on issue resolution and process improvement.

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## Systems, process improvement and projects

- Contribute to improvement initiatives through the review, development and implementation of talent acquisition systems, processes, data management, automation, and resource improvements.
- Contribute to agreed People Strategy initiatives and projects including building organisational capability, providing feedback, and remaining up to date with internal projects and policies and New Zealand employment related legislation.
- Resolve talent acquisition system, process, and data issues, follow through on irregularities and discrepancies and advise appropriate solutions to ensure quality services, data integrity and confidentiality.
- Provide input and support into processes including, but not limited to, organisational change, position management (APC) planning, annual remuneration reviews, and performance system support.

## Toitū Te Tiriti | Treaty Partner Excellence

- Deliver outcomes that underpin and give effect to achieving Ngāi Tahu cultural and environmental aspirations, including but not limited to, mahinga kai and revitalisation programmes.
- Connect with our Ngāi Tahu partner to ensure understanding of Ngāi Tahu aspirations and priorities so that there is genuine input and contribution, which can be considered in mahi programme development and prioritisation.
- Demonstrate openness and courageousness in approaching issues and in co-design of processes and systems, supporting thought leadership that can give effect to the progression of the partnership.
- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha/Canterbury and Te Rūnanga o Ngāi Tahu, to demonstrate our commitment to recognise and provide for the kaitiaki/responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision-making processes, effective engagement and development of existing working relationships.
- Support the organisation's cultural capability journey, leading by example and identifying clear priorities, expectations, and development opportunities for individual capability; planning and aligning work to support organisational cultural capability across all aspects of delivery.
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## Hauora me te Marutau | Health and Safety

The health, safety and wellbeing of our kaimahi and community is a priority for the Council, and we proactively implement robust health and safety practices. To meet our legal obligations you must:

- Understand the health and safety and risk obligations that rest with this position, and care for your own health, safety and wellbeing and that of others you may interact with.

- Ensure awareness of, and compliance with, legislative and operational standards, policies and guidelines, including the Council's code of conduct.
- Maintain an enquiring mind, undertake your own due diligence, and apply your knowledge of best practice to ensure a detailed understanding of any risks associated with this position.
- Ensure that relevant certifications are maintained, if applicable.

## Hononga ā-Mahi | Working Relationships

### Kai rō Kaunihera | Within the organisation

- Accountable to the Business Partner Talent Acquisition to set objectives and clarify work priorities.
- Work closely with the wider People, Safety and Wellbeing Team daily to ensure accurate coordination and efficiency of Recruitment and Talent Acquisition process across the organisation.
- Develop and maintain strong relationships with service delivery partners and across all levels of the organisation providing coordination support and coaching on recruitment, talent acquisition and people and capability related matters

### Kai waho i te Kaunihera | Outside the organisation

- Contribute toward our effective, strong and valued relationship with all Papatipu Rūnanga within Waitaha /Canterbury and Te Rūnanga o Ngāi Tahu.
- Demonstrate Council's commitment to recognise and provide for the kaitiaki responsibility Ngāi Tahu has for the natural environment. This will include sharing of knowledge and information, creating opportunities for increased participation in decision making processes, effective engagement and development of existing working relationships.
- Frequent contact with external parties while delivering service excellence, providing information and advice about the organisation and the recruitment process.
- Liaise with external service providers, partner organisations and recruitment agencies relating to the Environment Canterbury Recruitment and Talent Acquisition function demonstrating a strong customer focus and building effective operational relationships.

## Ngā Herenga Motuhake | Special Conditions

As a regional council, we have a specific requirement to provide a civil defence function for Waitaha. Kaimahi are required to be available to assist, support or be associated, as reasonably required, with any Civil Defence emergency or any exercise organised in relation to this function.

Additionally, all kaimahi are expected to assist, support and respond, as reasonably required, to any event where the Business Continuity Plan is activated.

## Māngai Whakahaere | Delegations and Authorities

Where specified, this role has delegated authority to make decisions in accordance with Council-approved delegations, and authority for decision making in accordance with policies and guidelines for financial, people management and media-related activities.

Additional specific delegations may be given by the Chief Executive to the Chief People Officer on people and safety matters from time to time.

## Ngā Āheitanga | Capabilities

### Tohu Mātauranga | Qualifications

- A tertiary qualification or relevant experience in Human Resources, or recruitment related experience is required.

### Mātau ā-wheako | Experience

- At least 3 years' experience in a coordination role within a complex organisation incorporating experience in a high-volume recruitment function, including candidate attraction, recruitment coordination, onboarding, system functionality and integrity.
- Demonstrated experience in a customer-focused, collaborative environment, with a strong emphasis on discernment, situational awareness, confidentiality, and political acumen.
- An ability to see the bigger picture and quickly make connections and to analyse situations, to consider precedents, policies, and approaches to identifying risks, mitigations and to recommend actions or resolve problems.
- A high level of attention to detail and proven ability to apply business and related HR or recruitment acumen alongside a customer focused and continuous improvement approach.
- A high level of computer literacy is essential, including experience working within digital environments, end-to-end automated process and people management systems e.g., HRIS, Payroll and SharePoint software.
- Experience of initiating and working collaboratively to resolve problems, contribute to system and process improvement, data capture and management.
- Excellent verbal and written communication skills across a diverse range of people including the ability to create appealing and targeted recruitment advertising copy and campaigns.

### Ngā Pūkenga Matatau | Core Competencies

Specific behaviours at the team member level sit beneath each of the following organisational competencies.

#### Customer Focus

Ensuring that the customer perspective is a driving force behind decisions and activities. Initiating and maintaining relationships inside and outside the organisation.

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Business Acumen	Using an understanding of the organisation's position to contribute to effective strategies and tactics by using economic, financial and industry information. Thinking from the ratepayers' perspective.
Achieving Outcomes	Translating strategic priorities into operational reality; aligning communication, accountabilities, resources, internal processes and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Leading Change	Identifying and driving organisational and cultural changes needed to adapt strategically to changing demands, technology, and internal initiatives; using new approaches to improve results by transforming organisational culture, systems, or services.
Common Purpose	Working towards a compelling view of the future by engaging with the organisation's vision; understanding and aligning to the common purpose.
Building Capability	Attracting, developing, engaging, and retaining talented individuals allowing the organisation to meet current and future organisational challenges. Sharing authority, responsibilities and decision making to enable individuals to stretch their capabilities and accomplish strategic priorities.

The above statements are intended to describe the general nature and level of work being performed; they are not an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time the incumbent will be required to accept and carry out other duties.

Grade  
TBA

Position Code  
SERVHUR.039

Last Updated  
May 2025

**I agree to undertake the responsibilities detailed in this job description:**

**Ingoa | Name:**

**Waitohu | Signature:**

**Rā | Date Signed:**