



Job Title: Recruitment Advisor

Function: People Team

Reports to: People Services & System Manager

Last review date: August 2026

*Ngā hapori pakari. Ngā whānau māia. Ngā tamariki houkura.
Strong communities. Confident whānau. Thriving children.*

Whānau Āwhina Plunket – who we are and what we are about

Whānau Āwhina Plunket is a charity organisation and the largest service supporting the health and wellbeing of tamariki under-five and their whānau in Aotearoa. We're proud to visit over 80% of all newborn babies in Aotearoa and to support pēpē, tamariki and their whānau.

We aim to be a cohesive and effective national organisation grounded in evidence and best practice, with the needs of New Zealand whānau/families at the centre of everything we do.

Our Whānau Āwhina Plunket Goals are:

Pae Ora: Healthy Futures:

- **Mauri Ora:** Healthy babies and children
- **Whānau Ora:** Healthy confident families
- **Wai Ora:** Healthy environments and connected communities

We are on a pro-equity journey where we strive to give life to Te Tiriti o Waitangi principles of Tino Rangatiratanga, partnership, active protection, equity and options in our mahi/work to ensure healthy tamariki, confident whānau and connected communities.

Whānau Āwhina Plunket Values

In this role you will be expected to operate in a way that embodies and demonstrates Whānau Āwhina Plunket values as follows:

- **Māia** – to be courageous and lean into discomfort and challenge as we walk the path of pro-equity
- **Tūhono** – to connect and stand in relationship in calm and safe spaces (āhuru Mōwai)
- **Manaaki** – to care, love, nurture, support and mana enhancing. Respects mana atua, mana tīpuna, mana whenua, mana tangata
- **Māhaki** – to be humble as we share our knowledge experience to understand and learn from each other and foster trust.

Overview of the People Team

To partner with the business to attract, develop, and retain a high-performing, culturally competent workforce, while delivering efficient, customer-focused HR services across the employee lifecycle. The People Team drives equitable, values-led outcomes through proactive support, innovative practices, and the effective use of systems and processes.

Purpose of the Position

The Recruitment Advisor is responsible for supporting Whānau Āwhina Plunket's People Leaders by providing end-to-end recruitment support. This role acts as the key point of contact for leaders undertaking recruitment, ensuring timely support and advice is given. The role partners closely with the Recruitment & Retention Partner, providing support, as well as to coaching and building leader capability and confidence across all aspects of recruitment and onboarding.

Key Dimensions of the Position

Delegations: The position's full delegations are set out in the Schedule of Delegations and may be amended from time to time.

Functional relationships: *To follow are the main positions that this role will coordinate with; they are not meant or intended to be exhaustive, exclusive or limiting:*

Internal:

- People Business Partners
- People Advisors
- People Leaders
- Recruitment & Retention Partner

External:

- Suppliers
- Recruitment agencies

Key Accountabilities

Recruitment Advice & Support

- Provide support and guidance to People Leaders through best practice selection and interview processes.
- Continuously review and evolve advertising and sourcing strategies in partnership with the Recruitment & Retention Partner and People Leaders, ensuring approaches are targeted, inclusive, market-informed and effective in attracting diverse, high-quality candidates
- Provide guidance and support to People Leaders on position and FTE management, ensuring recruitment activity aligns with approved workforce plans, budgets and organisational requirements.
- Develop and refine job advertisements in partnership with People Leaders, incorporating leader review and input to ensure role requirements, attraction messaging and organisational priorities are accurately reflected.
- Develop role-specific interview questions and selection materials, seeking leader input and review to support fair, consistent and values-led recruitment decisions.
- Coordinate interviews and ensure timely, proactive candidate communication.

- Coach and support People Leaders with candidate screening and shortlisting, building leader capability and confidence while constructively challenging thinking and decisions to support fair, consistent and evidence-based selection outcomes.
- Build trusted and collaborative relationships with hiring managers, developing an understanding of their teams, workforce needs and recruitment challenges, and providing proactive, solutions-focused advice throughout the recruitment process.
- Identifying opportunities to improve recruitment and onboarding processes and support the delivery and implementation of agreed changes.
- In conjunction with the People team, proactively seek feedback from key stakeholders on the services provided and adapt practices or approaches where required.

Recruitment Systems Administration

- Build manager capability and confidence by providing coaching and practical guidance on recruitment, and ensuring effective use of tools, resources, and frameworks (e.g., Managers Hub).
- Oversee and maintain recruitment information sites (internet/intranet), ensuring they are up-to-date, accessible and user friendly.
- Identify opportunities to enhance recruitment processes, systems and user experience.
- Maintain complete and accurate records within the Applicant Tracking System, ensuring candidate information, recruitment activities and recruitment decisions are recorded in a timely and consistent manner.
- Prepare and support recruitment metrics and reporting - providing insights on hiring activity, candidate pipelines, vacancy status, and recruitment outcomes.

Portfolio and Stakeholder Relationship Management

- Develop trusted partnerships with managers and leaders across Plunket.
- Collaborate with the People team to support projects and continuous improvement initiatives.
- Provide regular updates on recruitment activity, market conditions and talent availability.
- Represent Whānau Āwhina Plunket at job fairs, recruitment events or Plunket-led initiatives, promoting our brand and fostering positive relationships with prospective candidates.

Focus on Equity

Work in partnership across Whānau Āwhina Plunket to embed Te Tiriti ō Waitangi and pro-equity principles into day-to-day practice by:

- Demonstrating our organisational values Māia, Māhaki, Tūhono and Manaaki.
- Participating fully in all Māori cultural training and development opportunities provided.
- Role modelling culturally appropriate practices and language.

Health & Safety

- Manage own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents.
- Ensures safety for own and others at all times and observes health and safety practices in all workplace activities.
- Understand the responsibility individuals and their manager play in health and safety.
- Team training is up-to-date and all team members can demonstrate actions in an emergency that are specific to the workplace and are designed to keep individuals safe.

- Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting.
- Identify and report all incidents, accidents, and near misses in accordance with policy.

Scope of Duties

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the position description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.

Once appointed a programme of work will be developed with the appointee that will set out the specific tasks and time frames to achieve the key deliverables for this position. Progress will be monitored through Whānau Āwhina Plunket's performance and development programmes.

Person Specification

Qualifications and Background

The Recruitment Advisor will possess the following technical skills/knowledge and personal attributes:

- Relevant tertiary qualification in Human Resources, Business, or related discipline (ideally).
- 3+ years' experience in recruitment, talent acquisition or HR advisory roles.
- Experience managing end-to-end recruitment processes across a range of position types.
- Experience using an applicant tracking system (ATS) and recruitment technologies.
- Knowledge of New Zealand employment legislation and recruitment best practice.
- Proven experience communicating effectively with a wide variety of people, including declining candidates

Technical Skills

- End to end recruitment and selection expertise.
- Interviewing and candidate assessment techniques.
- Recruitment reporting and analytics.
- Competent user of Microsoft 365 applications.

Skills

- Strong written and verbal communication skills.
- A proactive, solutions-focused mindset with a passion of continuous improvement.
- Ability to work collaboratively in a team and independently manage priorities.
- Strong relationship management and stakeholder engagement.
- Ability to manage multiple vacancies and competing deadlines.

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Incumbent Role

Date

Supervisor Role

Date