

## POSITION DESCRIPTION

<b>Position Title:</b>	Recruitment Advisor		
<b>Reporting to:</b>	Head of P&C Business Partnering		
<b>Direct reports: Indirect reports:</b>	Nil	<b>Location:</b>	Christchurch
<b>Date created:</b>	February 2025	<b>Date last updated:</b>	February 2025

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### About Us | Mō Mātou

Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 700 kaimahi (employees).

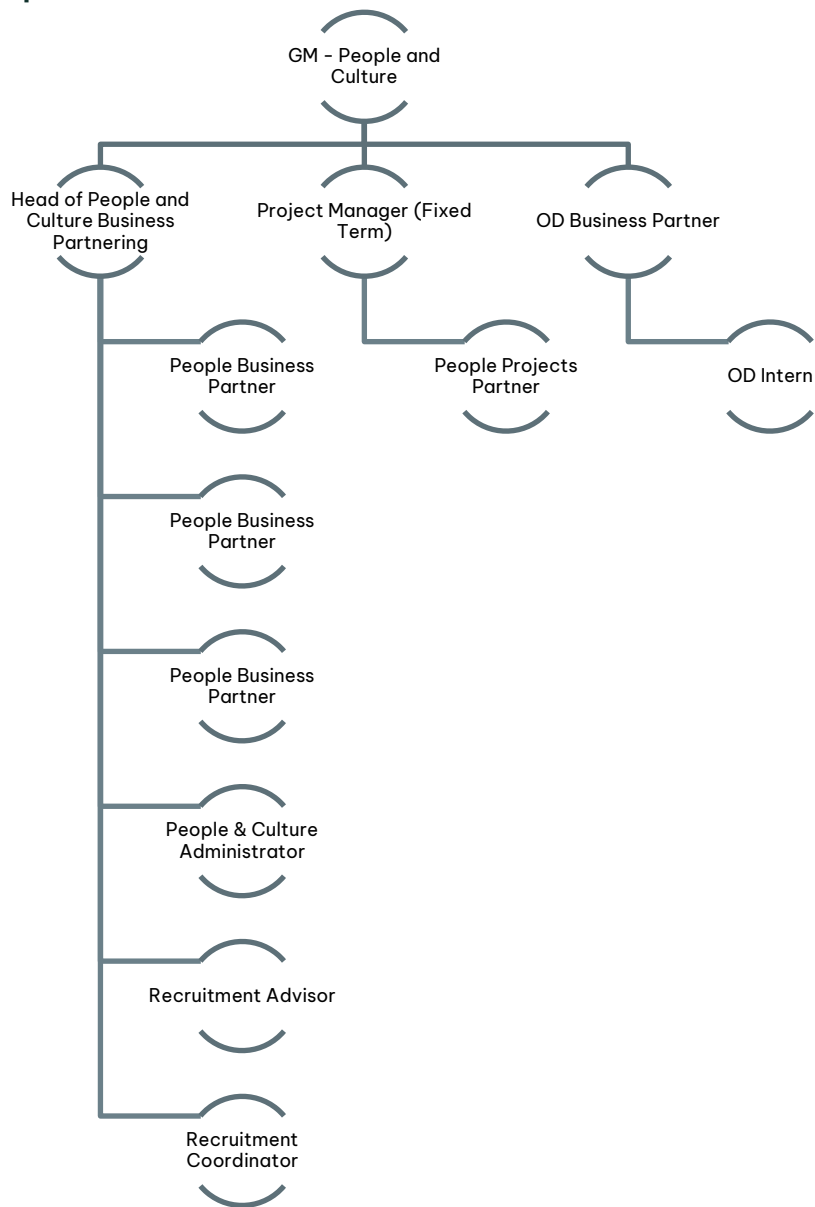
**Towards 2030** is Citycare Property's strategy that defines the ideal future state of our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the "**High5**". These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

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### Primary Focus | Te Arotahi Matua

The primary focus of the Recruitment Advisor is to manage the end-to-end recruitment process, ensuring the attraction, selection, and retention of top talent. This role involves collaborating with hiring managers to understand their staffing needs, developing effective recruitment strategies, ensuring new hires are provided with the correct documentation and providing a positive candidate experience. The Recruitment Advisor will also contribute to employer branding initiatives and continuously improve recruitment processes to align with best practices.

**Your Team | Tō Kapa**



**Key Accountabilities | Ngā Kawenga Takohanga**

<p><b>Contributing to the “Toward 2030” Strategy through the “High5” priorities</b></p>	<ul style="list-style-type: none"> <li>• Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities:             <ol style="list-style-type: none"> <li>1. We are for Social Infrastructure</li> <li>2. We are a Good Kiwi Company</li> <li>3. People and Their Safety are at the Heart of Everything We Do</li> <li>4. We deliver a World-Class Service</li> <li>5. We Build, Operate, Maintain, and Renew.</li> </ol> </li> </ul>
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<b>Recruitment Process Management</b>	<ul style="list-style-type: none"> <li>• Advises and supports hiring managers throughout the recruitment lifecycle, providing expertise and guidance on best practices.</li> <li>• Manages the candidate offer process—negotiating terms, coordinating with Business Partners on remuneration, and ensuring a smooth transition through onboarding and induction.</li> <li>• Develops and implements effective sourcing strategies to attract high-quality candidates for key roles.</li> <li>• Manages the recruitment process for critical positions, including screening, shortlisting, and coordinating interviews.</li> <li>• Provides training and resources to hiring managers to enable them to manage their own recruitment processes effectively.</li> <li>• Ensures a positive candidate experience by advising hiring managers on clear and timely communication practices.</li> </ul>
<b>Employer Branding and Talent Attraction</b>	<ul style="list-style-type: none"> <li>• Contributes to employer branding initiatives to enhance the organisation’s reputation as an employer of choice.</li> <li>• Incorporates strategies for attracting a diverse pool of candidates and ensuring recruitment practices promote an inclusive workplace.</li> <li>• Develops and maintain relationships with educational institutions, industry associations, and other talent sources.</li> <li>• Participates in career fairs, networking events, and other recruitment activities.</li> <li>• Utilises social media and other digital platforms to promote job opportunities and engage with potential candidates.</li> </ul>
<b>Stakeholder Collaboration</b>	<ul style="list-style-type: none"> <li>• Partners with hiring managers to understand their staffing needs and develop tailored recruitment plans.</li> <li>• Builds and maintain strong relationships with internal and external stakeholders.</li> <li>• Collaborates with the People and Culture team to ensure alignment with overall strategies and initiatives.</li> <li>• Provides regular updates and reports on recruitment activities and outcomes.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Continuously assesses and improves recruitment processes to ensure efficiency and effectiveness.</li> <li>• Manages the recruitment module in the HRIS, ensuring data integrity, and using recruitment metrics to drive continuous improvement.</li> <li>• Stays up-to-date with industry trends and best practices in recruitment and talent acquisition.</li> <li>• Implements innovative recruitment techniques and tools to enhance the recruitment process.</li> <li>• Provides training and support to hiring managers on recruitment best practices and interview techniques.</li> </ul>
<b>Organisational Citizenship</b>	<ul style="list-style-type: none"> <li>• Upholds and exemplifies Citycare Property’s Values every day.</li> <li>• Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities.</li> <li>• Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations.</li> <li>• Participates in the implementation of sustainability and environment initiatives within the business.</li> <li>• Upholds and complies with approved Citycare Property’s policies, plans, and programmes.</li> <li>• Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role.</li> <li>• Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience.</li> </ul>

	<ul style="list-style-type: none"> <li>• Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely, and supports the best interests of the business.</li> <li>• Establishes and maintains credibility and respect by building strong working relationships across the business.</li> <li>• Develops and supports colleagues, being quick to identify and problem solve any issues.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Any other duties of a similar type, as required by the Employer.</li> <li>• From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.</li> </ul>

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## Health, Safety and Wellbeing | Te Whare Tapa Whā

<b>All kaimahi are responsible for and required to:</b>	<ul style="list-style-type: none"> <li>• Be personally responsible for your own and others' Health, Safety and Wellbeing at work.</li> <li>• Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way.</li> <li>• Be familiar with Health, Safety and Wellbeing procedures.</li> <li>• Always establish and insist upon safe methods and safe practices.</li> <li>• Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes.</li> <li>• Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.</li> </ul>
<b>All People leaders are personally accountable for:</b>	<ul style="list-style-type: none"> <li>• Managing the Health, Safety and Wellbeing performance of work areas over which they have control, ensuring all work is performed in a safe manner and in a safe environment.</li> <li>• Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace.</li> <li>• Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies.</li> <li>• Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident.</li> <li>• Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.</li> </ul>

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## Key Relationships | Ngā Hononga Matua

<b>Internal</b>	<ul style="list-style-type: none"> <li>• All Citycare Property kaimahi including: <ul style="list-style-type: none"> <li>○ Hiring Managers</li> <li>○ People and Culture Team</li> <li>○ Operational Leadership Team</li> <li>○ Support Services Leaders</li> </ul> </li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Candidates</li> <li>• Recruitment Agencies</li> <li>• Educational Institutions</li> <li>• Industry Associations</li> <li>• Community groups</li> </ul>

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**Qualifications | Ngā Tohu Mātauranga**

<b>Essential</b>	<ul style="list-style-type: none"><li>• Tertiary qualification (NCEA Level 7) in Human Resources, Psychology or related field, OR equivalent industry knowledge.</li></ul>
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**Experience | Ngā Pukenga**

<b>Essential</b>	<ul style="list-style-type: none"><li>• Minimum 3 years' experience in recruitment and talent acquisition.</li><li>• Strong understanding of recruitment processes and best practices.</li><li>• Excellent communication and interpersonal skills.</li><li>• Ability to build and maintain strong relationships with stakeholders.</li><li>• Proficiency in using recruitment software and applicant tracking systems.</li></ul>
<b>Ideal</b>	<ul style="list-style-type: none"><li>• Extensive experience in recruitment within a similar industry.</li></ul>

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**Agreement | Whakaaetanga**

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

**Signed by Kaimahi (Employee):**

**Date:**

**Signed on behalf of the Employer:**

**Date:**

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**Disclaimer | Te Whakakape**

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.