

TALENT ACQUISITION PARTNER



REPORTS TO	LOCATION	DIRECT REPORTS	GROUP
Director People Advisory and Talent	Wellington or Auckland	Nil	Strategy, People and Partners

“Our purpose is to grow companies internationally – bigger, better, faster – for the good of New Zealand”

WHY IS THIS ROLE IMPORTANT? | TE MANA Ō TE MAHI?

The Talent Acquisition Partner supports the business to identify, engage and hire great talent. It plays a pivotal role in shifting NZTE to an innovative and dynamic sourcing model that proactively builds its pipeline of talent across the global marketplace. It partners with hiring leaders to ensure our hiring leaders have all the information they need to make the absolute best decisions. This role is critical to the success of our business by ensuring the best talent in the market is hired to continue to deliver on our purpose for our Customers, NZTE and for New Zealand.

WHAT'S THE ROLE ABOUT | TE NGAKO Ō TE MAHI?

The most important work of this role is to...

- Sourcing & Engaging Talent
- Proactively use all the tools available (LinkedIn Recruiter and other social media, job boards, internet, ATS, networks etc.) to identify and connect with talent domestically and globally.
- Proactively engage with talent using effective CRM techniques (social media, careers site, face-to-face/telephone/video contact etc.) to continue to raise their awareness of and interest in NZTE as an employer.
- Use targeted advertising campaigns to generate appropriate applications from talent.
- Work effectively with our network of suppliers who will support the sourcing and screening of roles in markets where quality candidates are difficult to find.
- Make full use of LinkedIn Recruiter and the ATS by identifying, profiling, and filtering applicants to maximise the pro-active attraction and screening of applicants to vacancies.
- Screening & Selection
- Effectively assess the technical and person criteria of candidates.
- Focus on telephone/video/face-to-face screening on applicants who meet NZTE's criteria.
- Ensure consistent screening criteria throughout a selection process, including initial screening, interviews, psychometric testing, reference, and background checking.
- Ensure interview guides are designed to get the best from our candidates and ensure that their experience is excellent, regardless of the outcome.
- Ensure shortlisted candidates receive constructive and timely feedback on their interview and psychometric assessments.
- Debrief the hiring manager on candidates' psychometric assessment results.
- Employment Brand
- Our sourcing techniques are aligned with and effectively/consistently communicate NZTE's employment brand.
- Ensure candidates have a consistent and positive experience of the NZTE recruitment process, even if they are unsuccessful.

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- Work closely with Talent Acquisition Manager to ensure all interactions relating to their entire talent acquisition life cycle are aligned to and are promoting of our Employee Value Proposition.

Success in this role means:

- Internal and external candidates for roles speak very highly of their recruitment experience.
- Leaders involved in recruitment enjoy the process and are thrilled with the outcome.
- Great metrics support a great process - short time to hire, positive quality of hire, great candidate experience.

WHAT CAPABILITIES ARE NEEDED TO SUCCEED | Ō PŪKENGĀ?

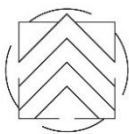
- **Good experience in sourcing, engaging, assessing, and selecting talent** for organisations, gained either as an in-house specialist or within an external agency.
- **At least five years' experience** utilising contemporary sourcing techniques to engage and convert senior talent.
- **A truly customer first focus** and ability to support a process with the user experience at the centre.
- Experience of engaging and converting passive talent via social media.
- **Collaborative approach** and proven success in partnering with stakeholders to achieve shared goals.
- Ability to **engage effectively** with a wide range of people across the globe.
- Demonstrable success in **continuous improvement and innovative thinking**.
- Ability to **remain calm under pressure**, deliver on multiple projects at any one time and on commitments made.
- **Political savvy** and an understanding of how to balance government and commercial agendas.
- **Global work experience** would be ideal.

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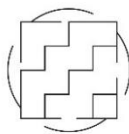
Our characters | Ō mātou uara

- **Ambition drives us** – Our ambition for our customers is high, and we always rise to the occasion. We help meet their business expectations by expecting greatness of ourselves.
- **Adventure teaches us** – Experimentation is more powerful than perfection, as only through learning from our missteps can we truly succeed. That's why 'giving it a go' is the best way to learn.
- **Honesty frees us** – We explore challenges with an open mind. Only when we ask questions and truly listen can we discover the right way forward.
- **Trust binds us** – Our people may be worlds apart, but it's trust that holds us together. Growing a nation is only possible when we keep promises and honour commitments.
- **Manaaki is us** – We celebrate the mana (strength and dignity) of each other as being equal to or greater than our own. We strive to enhance mana in everything we do through our hospitality, generosity and mutual respect.

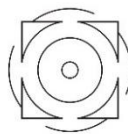
It's when these five characters work together that we truly become One Global Team – that's the real superpower of our organisation and how we achieve so much for our customers.



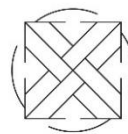
AMBITION
Drives us



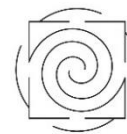
ADVENTURE
Teaches us



HONESTY
Frees us



TRUST
Binds us



MANAAKI
Is us

How we lead at NZTE | Ā mātou kawenga ki Te Taurapa Tūhono

Leadership at NZTE takes a broad definition. We see leaders as those who lead others. That can include formal people leaders, leaders through influence or those who are leading our customers. At NZTE we define leadership as "*enhancing mauri to deliver impact*".

