

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Recruitment Data Administrator
Group:	Corporate Services
Reports to:	Team Leader – Bulk Recruitment
Location:	Auckland or National Office, Wellington
Direct Reports:	No
Budget:	No

OUR ORGANISATION

About us

Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended, or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision

Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose

Our purpose is: To ensure that all tamariki are in loving whānau and communities where oranga tamariki can be realised.

The Oranga Tamariki way

We're introducing a new way of doing things. A way of looking at the world that guides everything we do:



Our core outcomes

Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish.
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The purpose of this position is to provide effective and confidential administrative and system support to the recruitment team, to ensure effective transfer of data between SnapHire ATS and MyHR. The key responsibility of this role will be to complete the 'manage pending function' of the recruitment process to ensure candidates are set up accurately in MyHR and with Payroll. Part of this role initially will be to support the implementation of the SnapHire ATS through sourcing information and documentation.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Data Entry	<ul style="list-style-type: none"> - Complete 'Manage Pending' component of recruitment process between SnapHire ATS and MyHR. - Bring urgent issues to the attention of the appropriate manager/staff member - Maintain confidentiality of documentation and information as required and as appropriate - Prepare, compile and sort documents for data entry, into prescribed computer database, files and forms - Complete checking of source documents for accuracy and verify data and correct data where necessary, including checks of complete work for accuracy - Obtain further information for incomplete documents - Update data and delete unnecessary files - Combine and rearrange data from source documents where required and store completed documents in designated locations - Scan documents into document management systems or databases.
Systems, Procedures and Documentation	<ul style="list-style-type: none"> - Create process documents to define the flow of information between SnapHire ATS and MyHR. - Source data and information from various sources to support implementation of SnapHire ATS. - Be the subject matter expert of the manage pending process between SnapHire ATS and MyHR. - Identify, manage and rectify system issues. - Provide oversight and quality control of manage pending process to Recruitment Team and Hiring Managers. - Participate in administrative development and maintenance, including improvements of administrative support standards for the manage pending process. - Coordinate with and assist Recruitment Team members such that best practice is shared, and overload situations can be managed efficiently. - Operate all systems and procedures in such a manner as to meet Oranga Tamariki requirements.

	<ul style="list-style-type: none">- Adhere to and comply with the Recruitment Team's security policies and data integrity.- Maintain all records on HR systems in line with changes to contracts, salary reviews, pay rates, market information, and any other information that is relevant to this system, whilst ensuring complete accuracy and confidentiality.
Team Coordination Support	<ul style="list-style-type: none">- Provide overflow coordination support to the recruitment team when needed, including placing ads, co-ordinating interviews, drafting of employment agreements and letters of offer and vetting.- Provide support when required to the Assessment Centre process- Create regular reports and presentations on Recruitment/HR metrics- Provide support to managers and or team members, by way of responding to requests for information by accessing relevant files- Set up and maintain effective electronic and paper filing systems and procedures, and develop new systems as required to ensure quick access to information- Undertake one-off projects, compile and process data for the team where required
Relationship Management	<ul style="list-style-type: none">- Responsible as the first port of call and main contact for manage pending queries, ensuring the most accurate and relevant advice is provided. Control and ensure timely responses are provided to day-to-day enquiries.- Ensure communications to all candidates and managers are clear, concise and timely and that they receive excellent customer service.- Develop and maintain knowledge in a range of areas within recruitment to provide support as and when required to the other members of the team, the wider HR population and a broad range of staff groups.- Be pro-active in internal and external liaison to gather and exchange information to ensure the smooth running of the work of the Recruitment team, to resolve problems as they arise and to ensure that staff within and external to the department are informed of relevant information in a timely fashion.
Cultural competency	<ul style="list-style-type: none">- Demonstrate understanding of, and commitment to, our Māori cultural framework.
Risk Management	<ul style="list-style-type: none">- Supports the identification of any people related, reputational and/or organisational risks, propose appropriate mitigation and escalate where necessary.

Being part of the Oranga Tamariki team

- Actively and positively participate as a member of the team.
- Proactively look for opportunities to improve the operations of Oranga Tamariki
- From time to time, you may be required to perform other reasonable duties as requested by your manager
- Comply with and support all health and safety policies, guidelines and initiatives.
- Ensure all incidents, injuries and near misses are reported into our H&S reporting tool
- Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known
- Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct
- Commitment to the Treaty of Waitangi and respect and incorporate these into your work.

KEY RELATIONSHIPS

Internal

- Managers across Oranga Tamariki
- People & Leadership team
- Executive Assistants and Team Administrators/Coordinators
- Other Oranga Tamariki staff
- Tech and Channels Team
- ATS Project Team

External

- Candidates
- Payroll
- MSD MyHR Systems Team
- SnapHire

QUALIFICATIONS & EXPERIENCE

Qualifications

- Appropriate relevant experience
 - Computer literate, with competence in the use of the Microsoft Office Suite (essential)
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In-Confidence

Knowledge, Skills, and Experience

- Adaptable to change and a motivation to learn
 - Sound judgement and uses approaches that are appropriate for the situation
 - Discretion is your middle-name, you know what is and is not appropriate to share with others
 - Tech savvy, able to use Microsoft Office suite of programmes with advance Excel skills a bonus
 - A good eye for detail – it's not often you get it wrong
 - Ability to work autonomously and get on with the work
 - Awesome communications skills tailored for your audience - you can convey information and ideas clearly to a broad range of people
 - Incredible organisational skills with the ability to multi-task, and work to tight and competing deadlines - you've got a 'can-do' attitude
 - Satisfaction in delivering a job well done at pace
 - An inclusive and approachable working style, you understand that diversity adds value.
 - Knowledge of administrative processes, systems and technology
 - Understanding of and experience in the collection and management of data
 - Ability to mix professionally and build effective relationships at all levels both within Oranga Tamariki and with outside agencies and clients
 - Understanding and appreciation of cross-cultural issues and concerns, in particular, knowledge of tikanga Māori, and Pacific peoples' culture.
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