

People and Culture Advisor (Recruitment)

Kaupapa | Purpose

Partner with the People and Culture operations team to provide intermediate to senior recruitment and selection expertise and values-based delivery. Coach and develop others to uplift the overall recruitment and selection capability and performance including enhancing the candidate experience.

The people and culture adviser (recruitment) will oversee and lead the recruitment and selection function, including safety checking and immigration processes, and will ensure quality and consistency of practice.

Reports to: People and Culture Manager (Operations)

Team: People and Culture (Operations)

Remuneration: \$74,400 - \$93,000 gross per annum (total remuneration, excluding KiwiSaver)

Date: July 2025

Ngā mahi | Do

Provide expertise and advice to support the delivery of high quality, equitable, compliant, and values-based recruitment and selection.

Provide recruitment and onboarding administration and coordination in support of the people and culture operations team.

Deliver values-based service that enables efficient and effective delivery and enhances kaimahi, and candidate experience.

Develop and maintain strong relationships with leaders, managers and kaimahi, delivering a quality, mana enhancing, pragmatic, and values-led approach to recruitment and selection.

Hold oversight of recruitment, selection, and onboarding activity at Wintec, establishing and maintaining consistency, and providing regular reporting and recommendations.

Administer the safety checking and immigration processes to ensure compliance with policy, procedure and legislation, including upskilling hiring managers as required.

Contribute to the overall deliverables of the people and culture team, including providing generalist people and culture delivery when required.

Collaborate across the people and culture team, ensuring that overall people and culture delivery is connected and aligned.

Work alongside leaders and people and culture kaimahi to develop talent, elevating proactive recruitment and selection capability that improves both individual and organisation performance, including delivery of training as required.

Ensure compliance with relevant employment laws, regulations, and organisation policies while embedding diversity, equity, and inclusion throughout the recruitment process.

Collaborate with the Organisational Development and Equity team to inform and contribute to the development of continuous process improvement, using initiative to actively identify, recommend, and implement enhancements.

Stay updated on industry trends and best practices in recruitment and proactively suggest process improvements and innovative approaches to enhance the effectiveness of recruitment and onboarding initiatives.

Gather data, report on, and analyse the effectiveness of recruitment and onboarding activity to inform continuous quality improvement, including drawing insights from demographic data to understand the impact of equity initiatives.

Ensure the division is compliant and keep robust records including adherence to policy, procedure, employment documentation, system maintenance and reporting across the end-to-end recruitment process, from approval to offer acceptance.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Relevant degree level qualification (or equivalent experience).

Demonstrated expertise in a similar role, delivering recruitment, selection, and onboarding in a medium to large organisation.

Excellent communication skills, in particular the ability to partner with others through relationship building and influencing across a diverse range of stakeholders.

Exceptional organisational skills and attention to detail, with the ability to manage multiple priorities and deadlines effectively.

Generalist human resource experience and understanding of human resource practice and legislation.

Experience in advocating and/or leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.

Experience in supporting and advocating the use of te reo, tikanga and mātauranga Māori in the workplace.

Demonstrated practice in advocating and supporting approaches that promote equity and prioritise the needs of priority groups.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic, and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy, and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education, and training network. Lean into transformation, challenge the status quo, and choose courage over comfort to create better results for Wintec, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning, and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Internal: All kaimahi, managers and leaders

External: Unions, suppliers and contractors, internal and external networks

Resource delegations and responsibilities:

Financial: Nil

People: Nil