

POSITION DETAILS	
Position Title	Talent Acquisition Specialist
Reports to (Position Title)	Group Manager HR
Department / Division	HR
Nature & Number of Direct Report	N/A
Nature & Number of Indirect Reports	N/A
Date	December 2018

PURPOSE STATEMENT
<p>This role works in conjunction with the HR team and business leaders to identify, attract and recruit talented new employees in a timely manner that will enable the business to continue to grow and achieve its strategic goals.</p> <p>This role also works closely with the Talent Acquisition and Integration Specialist to successfully manage the onboarding and integration process, working in collaboration with hiring managers and Executives Assistants to ensure new starters or contractors have a positive experience and settle into their new roles, and the organisation, seamlessly and efficiently.</p>

KEY ACCOUNTABILITIES OF POSITION		
Accountability Description	Measure	Weighting
1: Find and acquire the best talent for Mitre 10	<ul style="list-style-type: none"> Work with business leaders and hiring managers to understand the staffing needs of the department, aligned to the key strategic plans. Ensure position descriptions are crafted and agreed, which accurately reflect the key accountabilities, skills, experience, qualifications and person specification required for the position to be successful. Oversee the 'Authorisation to Recruit' or 'Authorisation to Amend/Vary an IEA' processes, ensuring that all required authorisations are obtained prior to commencing recruitment for a position. Define the candidate audience required for different roles with the business, and identify the likely sources of hire-calibre candidates. Agree the recruitment approach required with each hiring manager, taking into consideration availability of talent in the labour market, hire to hire constraints and budget. Prepare appropriate vacancy adverts and recruitment briefs for preferred third party partners (if required) that are succinct, representative of Mitre 10's requirements and legally compliant, that will attract high-quality candidates. Manage the relationships with agency partners, advocating the Company's brand, promoting the organisational culture and values, and negotiating the best preferred terms for Mitre 10. Oversee and coordinate all interviews with candidates (both internal and external), working with and coaching hiring managers 	50%

	<p>to ensure the recruitment process is managed smoothly and without unnecessary delays.</p> <ul style="list-style-type: none"> ▪ Identify, select and administer appropriate psychometric and ability assessments for the potential hires, ensuring that all are completed in a timely manner and to the Company's satisfaction. ▪ Manage the Company's candidate management system to ensure that it offers the best fit solution to the business needs, and presents the employment branding desired. ▪ Assist Managers in making sure the selection of the desired candidate is the best fit talent for the role, and meets all the business needs / culture requirements. Ensure that any compromises on skills/experience are thoroughly discussed and weighed up before the decision is made. 	
Performance Standard:	<p>At Standard: Great talent is identified and brought into Mitre 10, with a robust, smooth and professional recruitment process</p> <p>Above Standard: Continuous improvement adopted in our recruitment processes, introduction of new technologies designed to make the process easier and better for managers/candidates</p>	
2: Secure the best Talent for Mitre 10	<ul style="list-style-type: none"> ▪ Use outputs from psychometric and ability assessments to discuss with hiring managers the likelihood of the preferred candidate's successful integration into the role. ▪ Obtain and conduct robust reference checks for potential hires, probing for cultural and ability fit. ▪ Work with the hiring managers and HR team to secure and present the best offer to the potential hire. Deliver all conditional offers to candidates. ▪ Prepare accurate and appropriate Individual Employment Agreements for the new hire, following internal processes. ▪ On behalf of Mitre 10, negotiate with potential hires within agreed boundaries, without compromising the non-negotiables of Mitre 10. 	20%
Performance Standard:	<p>At Standard: Candidates see value in the offer of employment, Mitre 10 is protected through comprehensive pre-employment screening, and all legal documentation is accurate and professionally presented.</p> <p>Above Standard: Continuous improvement adopted in our processes, introduction of new technologies designed to make the process easier and better for managers/candidates</p>	
3: Manage the onboarding process for Mitre 10	<ul style="list-style-type: none"> ▪ Coordinate and ensure completion of all pre-employment activities for new hires, prior to the start date. ▪ Coordinate and ensure completion of all pre-employment screening requirements, ensuring that any adverse results are discussed with the hiring manager and the HR team for next steps. ▪ Manage and facilitate new hire onboarding processes for new, and internal candidates. ▪ Work with the hiring manager, Executive Assistants and other departments as required to prepare a robust induction plan for the new hire. ▪ Work in conjunction with the Group Service Administration team to ensure that all new hires receive a welcome pack from Mitre 10 prior to their first day, containing all the required payroll forms, 	20%

	<p>information and company details so that they arrive fully prepared.</p> <ul style="list-style-type: none"> Act as key point of contact for all issues relating to onboarding and monitor progress Identify, develop and implement opportunities to improve the onboarding/induction system and process, making lives easier for managers and employees. 	
Performance Standard:	<p>Below Standard: No or incomplete induction plans made, poor onboarding experience for new hires resulting in higher turnover for those with less than 12 months service</p> <p>At Standard: All new hires have a robust induction programme in place, and a well organised and enjoyable onboarding experience</p> <p>Above Standard: Continuous improvement adopted in our onboarding processes, introduction of new technologies designed to make the process easier and better for managers/candidates</p>	
3: Brand Advocacy	<ul style="list-style-type: none"> Provide continual professional contact with all candidates who express an interest in working with Mitre 10, through all mediums/channels. Role model the Mitre 10 values and always represent the best interests of the business. Deliver an exceptional experience for all candidates progressing through the recruitment process with Mitre 10 ensuring that candidates are fully informed at each stage of their progress, remembering that every candidate, successful or not, is a customer of Mitre 10. Deliver appropriate feedback to unsuccessful candidates, ensuring that the experience is a positive one and maintaining relationships for the future. Act as a resource for all potential and new hire's general questions Provide a source of expertise, interpretation, guidance and support on all Mitre 10 HR recruitment policies, systems and processes. Promote ongoing feedback and coaching to hiring managers and new hires on our culture and values, through coaching and role modelling this behaviour. 	10%
Performance Standard:	<p>At Standard: All candidates, whether or not successful in their application, receive high candidate care, and a positive experience with Mitre 10</p> <p>Above Standard: Continuous improvement adopted in our candidate care processes, introduction of new technologies designed to make the process easier and improve the experience for managers/candidates</p>	
4: Health & Safety, other duties	<p>Understand and adhere to all compliance requirements, internal & external, that govern the Company's activities, including:</p> <ul style="list-style-type: none"> Comply with all legal requirements that impact upon your role Comply with all Health & Safety guidelines and procedures. Comply with Mitre 10 (NZ) Ltd policies and procedures Work in a safe manner and follow all safety procedures Report hazards, incidents and work related injuries / accidents promptly in accordance with company Health & Safety policy Participate in the Health and Safety Hazard awareness process 	

	<ul style="list-style-type: none"> Undertake any other duties / project work as required by your reporting line manager, or in support of the HR team
Performance Standard:	<p>Below Standard: Non-compliance with any Health & Safety policies or procedures. Unethical or illegal activity.</p> <p>At Standard: Compliance and no avoidable incidents. Honesty and fairness in all activities.</p> <p>Above Standard: Proactive in implementing suggestions and ideas.</p>

WORKING RELATIONSHIPS	
Frequent People Contact	Nature of Contact and Why
<ul style="list-style-type: none"> Leaders in Support Centre 	<ul style="list-style-type: none"> Influence, coach, develop, train and advise on all talent acquisition and onboarding processes
<ul style="list-style-type: none"> Support Centre HR Team 	<ul style="list-style-type: none"> Collaborate and build relationships, understand direction and intention of HR / L&D programmes
<ul style="list-style-type: none"> Candidates 	<ul style="list-style-type: none"> Provide exceptional candidate care at every interaction, building positive experience of Mitre 10
<ul style="list-style-type: none"> Third party agencies 	<ul style="list-style-type: none"> Negotiate, agree terms of reference for exclusivity with preferred partners. Build relationships that are productive for Mitre 10. Manage lists of talent and oversee all outsourced recruitment activities

POSITION HOLDER SPECIFICATIONS	
Qualifications required	Typically Tertiary qualified or relevant HR qualification, or have equivalent experience
Total years of experience required	<ul style="list-style-type: none"> Minimum of 5 years within recruitment, working in a similar industry or complex environment Experience in retail industry and/or large professional services organisation Sound understanding of NZ employment legislation
Other specific Technical skills required (e.g. advanced excel)	<ul style="list-style-type: none"> Excellent working knowledge of Microsoft Office suite 2013, including Outlook, Word and PowerPoint Proficient in working with CMS, HRIS or similar systems
Competencies required:	<ul style="list-style-type: none"> Excellent communication skills, ability to articulate clearly for maximum impact Personable, warm and friendly in approach Listens well, demonstrates understanding of situation Collaborative by nature, consulting and working with others to achieve mutually beneficial outcomes High EQ and self awareness Professional and confidential approach Key influencer, able to bring people with you Comfortable working with ambiguity Commercially astute, with good understanding of key business drivers Good coaching and leadership skills <p>Other competencies as per the Mitre 10 Competency Framework</p>

ORGANISATIONAL STRUCTURE

