

POSITION DESCRIPTION

Talent Acquisition Advisor

Reports to:	HR Operations Manager
Division:	People and Capability
Tenure:	Fixed term
Location:	Hamilton
Date:	November 2025

Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. GENERAL

The People and Capability team delivers high quality HR services across the University, covering the wide spectrum of human resource business needs and all other processes that support the employee lifecycle.

We work proactively with senior leaders to develop integrated solutions for employee and organisational needs to align with policy and strategy. We provide advice and guidance to empower leaders to execute the people aspect of their business plans.

2. POSITION PURPOSE

To provide efficient, client-focused and high-quality talent acquisition administrative support. Together with the Talent Acquisition Advisor, to work alongside hiring managers and assist with building capability. To contribute to the wider HR administration team.

3. FUNCTIONAL RELATIONSHIPS

Internal: Director, People and Capability
HR Operations Manager
Talent Acquisition Advisor
HR Business Partners
HR Admin/Recruitment Co-ordinator
Organisational Development and Wellness team
All staff within People and Capability
All University staff members

External: Public
Media agencies
External providers of services, e.g Travel Agency

4. KEY RESPONSIBILITIES

Recruitment Administration

- Provide administrative support to the Talent Acquisition Advisor and People Leaders by assisting in the talent acquisition processes efficiently and effectively.
- Provide talent acquisition administration for all staff vacancies.
- Respond promptly and professionally to enquiries from job candidates.
- Inform Hiring Managers and selection panels when vacancies close and support arrangements for shortlisting and interviewing processes.
- Contact shortlisted candidates and arrange interviews online or in person, including making necessary travel and accommodation arrangements.
- Arrange recruitment assessment tests, as required.
- Seek written referee reports for academic vacancies.
- Complete and update all associated documentation and HRIS requirements to maintain an accurate record of the vacancy.
- Keep the Talent Acquisition Advisor and HR Business Partners updated on any issues that may affect the provision of a high quality candidate experience.
- Identify any quality improvement measures related to procedures and guidelines.
- Assist the HR Operations team as required.

Team Contribution

- Work effectively as a member of the People and Capability team to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.

- Comply with and undertake responsibilities set out in the University's Health and Safety Policy

Continuous Improvement

- Actively contribute to the ongoing development and improvement of Talent Acquisition function, systems and processes.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

5. PERFORMANCE STANDARDS

The Talent Acquisition Administrator will be performing satisfactorily when:

- Talent Acquisition activities run smoothly, and the Talent Acquisition Advisor receives appropriate administrative support.
- Information relating to applicants is accurate, timely and easily accessible and records are well maintained.
- Communication to the HR Business Partners on relevant recruitment matters is provided.
- Liaison with people leaders throughout the University is carried out in a professional and efficient manner and there is a high level of client satisfaction.
- Timely and accurate processing of information and strict confidentiality is maintained at all times.
- Job candidates receive a high-quality positive candidate care experience.
- The professional reputation of the University is upheld through undertaking activities in a professional and efficient manner.
- Administrative support is provided to meet Divisional requirements.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.
- Interactions in the course of performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings and/or projects is provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A Tertiary qualification in a Human Resources/Organisational Behaviour/Business Studies or related discipline or,
- Equivalent work experience in a Recruitment or Human Resources team.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Excellent interpersonal and communication skills
- Effective communication and relationship building skills.
- Demonstrated client service and telephone skills.
- Proficiency in Microsoft Office programmes and accurate data entry skills
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- High standards of work quality and output including the ability to work to deadlines, plan and prioritise, tolerate interruptions, and maintain performance under pressure.
- General administration experience and / or seeking entry level administrative role pursuing career in recruitment or HR.
- Competent Microsoft Office skills, including Word, Excel and PowerPoint.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.
- Current full driver's license.

Preferred

- Understanding of the talent acquisition and human resources management function.
- Previous experience in Human Resources or recruitment environment.
- Proficiency with HR software and technology – ideally Oracle.
- Knowledge of the tertiary education sector.

PERSONAL QUALITIES

Examples may include:

- Genuine commitment to high quality client service.
- Ability to relate to a broad range of people from a variety of backgrounds and cultures in a pleasant courteous manner.
- Ability to work as a positive and constructive team member and with minimum supervision.
- Respect for and ability to maintain confidentiality and deal with sensitive issues.
- Professional personal presentation appropriate for dealing with external clients.
- Commitment to a culture of openness, flexibility and co-operation to achieve excellence in academic programmes, research and service.
- Consultative, inclusive and adaptable to successfully engage with a diverse range of stakeholders and at all levels of the organisation.

- A demonstrated commitment to challenge the status-quo and drive continuous improvements.
- Strong technical ability with systems and processes.
- Collaborative team player that develops positive working relationships with colleagues and stakeholders/users.
- Ability to monitor multiple tasks, prioritise and maintain progress.
- Commitment to diversity principles and the University's partnership with Māori as intended by the Treaty of Waitangi.

November 2025