

Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	Recruitment Coordinator - Senior Medical Officers
Service & Directorate:	Human Resources Group
Location:	Dunedin
Reports to:	Recruitment Manager
Number of direct reports:	Nil
Date:	October 2017

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
The role of the Recruitment Coordinator - Senior Medical Officer (SMO) is to assist the Recruitment Advisor - SMOs in providing a seamless, proactive service to the recruitment of Senior Medical Staff to the organisation. This will be provided through advice and services to candidates, the recruitment team, business and functional groups of the organisation.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Competencies	
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Process Management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • Executive Team members 	<ul style="list-style-type: none"> • Candidates
<ul style="list-style-type: none"> • Credentialing Committee Coordinator 	<ul style="list-style-type: none"> • Recruitment Agencies
<ul style="list-style-type: none"> • Clinical Leaders/Medical Directors 	<ul style="list-style-type: none"> • Other DHBs
<ul style="list-style-type: none"> • Service Managers/General Managers 	<ul style="list-style-type: none"> • Advertising Agencies
<ul style="list-style-type: none"> • Service Administrators 	<ul style="list-style-type: none"> • NZ Medical Council
<ul style="list-style-type: none"> • RMO Unit 	<ul style="list-style-type: none"> • Immigration NZ
<ul style="list-style-type: none"> • Human Resources Group 	

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Human Resources or Business Administration Qualification or Equivalent 	
Experience	<ul style="list-style-type: none"> 3 – 5 years Administration or Coordination experience 	<ul style="list-style-type: none"> 2 – 3 years recruitment experience Experience using Appreciative Inquiry methodology Lominger Tools Certified Experience in health or other public sector environment desirable
Knowledge and Skills	<ul style="list-style-type: none"> Proficient Computer skills, especially in Outlook, Word and excel Time management skills Excellent time management skills Effective Prioritisation skills Project management skills Excellent communication skills 	<ul style="list-style-type: none"> Significant knowledge of health and Disabilities Services
Personal Qualities	<ul style="list-style-type: none"> Commitment and personal accountability. Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation. Acts with discretion, sensitivity and integrity at all times. Is adaptable and flexible – open to change (positive or negative). Maintains an exceptionally high level of confidentiality. Forward thinker, flexible, courteous, self-motivated. Committed to continuous quality improvement. Ability to manage multiple projects and work to strict deadlines. Ability to liaise and network at all levels. 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Recruitment Services The SMO Recruitment Coordinator will work as part of an effective team to develop and maintain effective and efficient recruitment services and practices for the DHB.	
<ul style="list-style-type: none"> Undertake all recruitment activities as assigned Pro-actively network and maintain contact with staff at all levels of the organisation, stakeholders, candidates and external agencies both on a formal and informal basis. Take responsibility to establish contact and build relationships with key people. Liaise with hiring manager/service administrators/clinical leaders to arrange interviews, providing assistance and advice with the process (including interview format, questions, process, etc) 	<ul style="list-style-type: none"> Recruitment activities timely and effective Feedback from candidates and managers regarding recruitment process is positive Candidate database is up to date and accurate Candidate relationships are developed and positive

<ul style="list-style-type: none"> • Receive and respond to enquiries regarding recruitment activity and vacancies in a timely fashion • Ensure accurate advice, including all relevant information required • Ensure all required documentation accurately completed and provided as required is passed on in a timely fashion working proactively when possible to anticipate and request information/completed paperwork • Manage and maintain candidate database • Prepare letter of offer and remuneration schedules for offers of employment • Liaise and develop relationships with candidates/new employees as required • Work to achieve self-set goals; take full personal responsibility for making things happen within own area of control. 	
<p>Coordination Activities The (SMO) Recruitment Coordinator will facilitate the administrative and logistical support for the recruitment process and arrival of SMO's to the organisation</p>	
<ul style="list-style-type: none"> • Gather all referencing details and coordinate the Southern DHB credentialing requirements for appointment • Undertake background checking (google) • Follow up and make enquiries with the Medical Council and NZ immigration to provide assistance to candidates • Liaise with Service Administrators regarding the arrival dates of arriving employees, completing SMO orientation paperwork • Collate packs for new and transferring employees, ensuring that copies of paperwork is printed and available for making packs • Request approvals as required according to policy • Facilitate relocation services as required according to policy 	<ul style="list-style-type: none"> • Meet/ exceed the Service level timings for offers • Decrease time to hire statistics over time • Updating and maintaining progress of candidate steps as achieved (paper files/database)
<p>Recruitment Support Provide recruitment support and advice to the recruitment team and DHB.</p>	
<ul style="list-style-type: none"> • Provide monitoring and collection of data, including regular and ad hoc reports, by sourcing, preparing and analysing demographic information, recruiting statistics and cost analyses • Ensure appropriate and proper relationships and agreements with Government Departments, Recruitment Agencies, professional bodies and agencies relating to recruitment, pre-employment assessments, selection, international and national movements, and retention. 	<ul style="list-style-type: none"> • Recruitment support activities provided in an accurate, timely and effective manner
<p>Team and Individual performance Participate in and contribute to the internal development and functioning of the team</p>	
<ul style="list-style-type: none"> • Participate as a member of the Human Resources Group co-operating with all members to ensure the best outcome for the organisation. 	<ul style="list-style-type: none"> • Active participation in the team. • Collegial support and strong working relationships evident with other team members.

<ul style="list-style-type: none"> Actively engage with and support colleagues, taking personal responsibility for ensuring effective working relationships with all team members. Contribute to team communication and learning activities. Can deal comfortably with Managers at all levels. Participate in peer review of own and others work. Promote and adhere to the philosophy and values of the DHB mission and values. Foster and support commitment to achieving the highest level of health and safety, including identification and reporting of all hazards, assistance in resolving issues that may cause harm to staff, and working safely at all times. Continue personal development by identifying and engaging in formal and information personal development opportunities. Suggest and contribute new ideas. 	<ul style="list-style-type: none"> Engagement with the values and expectations of the role and the HR function.
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. You produce work that complies with SDHB processes and reflects best practice. Research undertaken is robust and well considered. Live and support the DHB values in everything you do.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annually with your manager. You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures. You actively encourage and challenge your peers to work in a safe manner. Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
<p>Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.

	<ul style="list-style-type: none"> • <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.
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Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date