Recruitment Advisor

Reports to:	National Manager – HR Business Partnering	**Position Status:**	Permanent
Unit:	People and Transformation	**Location:**	Avalon
Department:	HR Business Partnering		
Direct Reports:	Nil	**Budget & Delegated Authority:**	Refer to Delegated Financial Authority Policy
Career Path:	Enabling Services	**Date:**	October 2026

Role Purpose

The Recruitment Advisor enables the organisation to attract, appoint and successfully onboard the right people by delivering a responsive, inclusive and well-coordinated recruitment service. The role partners with hiring managers and HR Business Partners throughout the recruitment process, coordinates pre-employment and onboarding activities, and ensures candidates and new employees receive a positive and seamless experience. Through timely advice, accurate administration and continuous process improvement, the Recruitment Advisor ensures our recruitment process is on brand and aligned to our values, and helps new employees, interns and contractors feel welcomed, prepared and connected from the outset.

Position Priorities and Responsibilities

Talent Acquisition Strategy

- Partner with Hiring managers and HR Business Partners to understand current and future workforce needs and translate these into effective recruitment plans.
- Provide practical advice on sourcing approaches, selection methods, recruitment timelines and market conditions.
- Support proactive talent-pipeline development for priority, specialist and hard-to-fill roles.
- Facilitate the appointment of interns, contractors, emeritus staff and students as required.
- Promote our employer brand and employee value proposition through consistent, engaging and on-brand recruitment activity.
- Embed equitable, inclusive and culturally responsive practices across attraction, assessment and selection processes.
- Monitor recruitment data and candidate feedback to identify trends and opportunities for improvement.
- Contribute to the development and continuous improvement of talent acquisition policies, tools, systems and processes.

Employment Documentation and Pre-employment Checks

- Coordinate all required pre-employment checks, including identity, right-to-work, reference, qualification, criminal history, conflict-of-interest and other role-specific checks.
- Prepare accurate and timely letters of offer, employment agreements and associated appointment documentation using approved templates.

- Prepare secondment documentation and liaise with relevant teams to ensure seamless internal movements.
- Confirm that employment conditions, remuneration, start dates and approval requirements are agreed and accurate before documentation is issued.
- Liaise with candidates, hiring managers and relevant internal teams to obtain information, resolve queries and support a seamless pre-employment process.
- Track outstanding documentation and checks, follow up promptly, and escalate risks or exceptions before the employee's start date.
- Maintain complete, accurate and confidential recruitment and employment records in accordance with our policy, privacy requirements and the Public Records Act.
- Ensure employment documentation and pre-employment processes comply with relevant legislation, collective or individual employment terms, delegation requirements and Earth Science NZ's policy.
- Ensure relevant systems e.g. HRIS and our recruitment platform are updated.

Onboarding

- Coordinate the end-to-end onboarding process for employees, interns and contractors, from acceptance of offer through to their successful commencement.
- Partner with hiring managers and relevant internal teams to ensure system access, equipment, workplace requirements and other arrangements are ready before the start date.
- Provide new starters and managers with timely, accurate welcome information, onboarding schedules and guidance on required activities.
- Coordinate induction activities and new starter training, ensuring mandatory forms, policies and acknowledgements are completed.
- Monitor onboarding progress, follow up outstanding actions and resolve or escalate issues that could affect the new starter experience.
- Maintain accurate onboarding records and ensure relevant employee information is provided across People Operations, payroll and other internal teams.
- Gather feedback from new starters and hiring managers and use insights to continually improve onboarding resources, new starter training, systems and processes.

Projects

- Support people and transformation projects as a team member.
- Cover for the People Operations Coordinator role during absences or surge periods.

Responsibilities of all Employees

- Comply with all Earth Sciences New Zealand policies, procedures and frameworks, and act in line with the organisational values.
- Contribute to our healthy and safe workplace by following HSW expectations outlined in and integrated into our operational practises and HSW frameworks, including undertaking HSW training and participating in health-monitoring programmes relevant to your work.
- Work effectively as a team member by fostering good relationships and supporting others, providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the organisation and its environment evolves.

- All employees are expected to uphold and demonstrate Earth Sciences New Zealand's values in their daily work. Our values guide how we work together, make decisions, and deliver outcomes, and are reflected through behaviours that contribute to a positive and inclusive workplace.

  People Matter– Great work starts with how we treat each other

  Stronger Together– We're at our best when we deliver together

  Trusted Science– Trust is earned through the excellence of our work

  Big Impacts– Our expertise makes a real difference for Aotearoa and beyond

Key Working Relationships

Internal	External
• Senior HR Business Partners • HR Advisor • Hiring Manager • Operations Managers • Transformation Team	• Candidates • Recruitment Partners, e.g. SEEK • Providers of pre-employment checks • Training providers

Person Specification

Qualifications and Experience

Essential

- Demonstrated experience delivering end-to-end recruitment within a large or complex organisation.
- Experience partnering with Hiring Managers and HR practitioners to clarify requirements and provide practical recruitment advice.
- Proven experience drafting employment agreements and managing confidential candidate and employee information.
- Competent with Microsoft 365 tools.

Desirable

- Relevant tertiary qualification in Human Resources, psychology or a related subject.
- Exposure to recruiting specialist, technical, scientific, or hard-to-fill roles.
- Passion for analysing recruitment data and candidate feedback to improve services and processes.
- Experience contributing to recruitment-system, policy, template, or process improvements.
- Experience using an HRIS and / or ATS for employee lifecycle.

Skills, Knowledge and Attributes

- High level of accuracy when working with candidate information, employment documentation, systems, and recruitment records.
- Great written and verbal communication skills, with the ability to adapt messaging for candidates and stakeholders.
- Strong relationship-management and influencing skills, with the confidence to provide advice, constructively challenge assumptions, and manage expectations.

- A candidate-centred and service-focused approach, with a commitment to providing timely, respectful, and consistent experiences.
- Sound judgement and problem-solving ability, with the ability to resolve or escalate an issue appropriately.
- Strong organisational and time-management skills, to manage multiple vacancies, deadlines and follow through on on-boarding completion.