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**POSITION DESCRIPTION**

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| **Position details** |

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| Position Title | Advisor, Graduate Programme |
| Team/Branch/Group | HR Shared Services & Programmes/Human Resources/Corporate, Governance & Information |
| Location | Wellington |
| Date | January 2018 |

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| **Our purpose** |

Our purpose is to grow the New Zealand economy to provide a better standard of living for all New Zealanders. To achieve this, we need a strong, high performing economy, where for example, people (workers, consumers and investors) are protected and aware of their rights and obligations; and the integrity of the environment is maintained.

As one of New Zealand’s largest government agencies, the work we do impacts the lives of all New Zealanders. We work to increase household incomes by helping businesses to be more productive and internationally competitive, increasing opportunities for all New Zealanders to participate in the economy through improved job opportunities, and by ensuring quality housing is more affordable.

This is all echoed in our Māori identity – Hikina Whakatutuki – which broadly means “lifting to make successful”.

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| **How we work** |

Our aspiration is that MBIE is a great place to work where great work gets done.

We believe in harnessing the potential of our people and the diverse skills and life experiences they bring to MBIE.

Our targets are challenging and require us to work with others, and across the Ministry (making the most of our size and scope).

Our people will need to adopt a generous disposition and actively seek out opportunities to be purposely collaborative across MBIE. This means asking ‘why not?’ instead of ‘why?’, and leveraging off the collective that is MBIE in the pursuit of goals that stretch right across teams, branches and groups.

We work across government, and New Zealand, in a way that enables us to expand and deepen our understanding of businesses and markets. We use our extensive presence across New Zealand and around the world to make and leverage domestic and global connections.

With our Crown entity partners we work collaboratively with other government agencies; local government; businesses; industry, sector, union and employer groups; consumer groups; Māori leaders; and scientists to develop and deliver fit-for-purpose policy, services, advice and regulation that support people, businesses, communities and regions to be successful.

As the lead agency for providing government services for business, we are focussed on making it easier for business to interact with government.

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| **Our character** |

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| **Shape** | We shape the agenda by challenging the status quo, and by generating and adopting new ideas, to bring those ideas to life. |
| **Collaborate** | We support each other, engage early and proactively partner in pursuit of shared goals. |
| **Deliver** | We have a can do attitude, take ownership, act with purpose, urgency and discipline, take calculated risks, celebrate success and learn as we go. |

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| **Our structure** |

The Ministry comprises around 3,200 staff operating in New Zealand with a further 400 staff in overseas locations.

The Ministry has seven business groups: Building, Resources and Markets; Corporate, Governance and Information; Finance and Performance; Immigration New Zealand; Labour, Science and Enterprise; Market Services; and the Office of the Chief Executive.

The Advisor, Graduate Programme position reports into the Talent Acquisition Manager in the Corporate, Governance and Information group.

The functions in this group are:

* Human Resources
* Engagement, Communications and Ministerial Services
* Legal Services
* Risk and Assurance
* ICT
* Organisational Transformation
* Health, Safety and Security
* Evidence Monitoring and Governance
* Business and Client Relationships.

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| **Position purpose** |

The Talent Acquisition team is responsible for providing a centre of expertise for MBIE in the delivery of cost effective, efficient and high quality operational recruitment delivery and talent acquisition strategy. The Advisor, Graduate Programme works with the Senior Advisors, Talent Acquisition, wider HR branch and hiring managers to

* Develop and manage MBIE’s brand, and engagement with, the graduate market
* Manage the end to end graduate and intern recruitment processes
* Coordinate the graduate development activity during the 18 month programme

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| **Key relationships** |

* MBIE Managers
* Talent Acquisition team
* Wider HR team (HR Strategic Business Partners and Advisory team, Talent and Development, myHR)
* Engagement, Communications and Ministerial Services branch
* Recruitment / training providers and other suppliers
* Graduate candidates (internal and external)
* Universities and other relevant tertiary providers

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| **Key accountabilities and deliverables** |

Responsibilities of this position are expected to change over time as the Ministry responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves.

| **Key accountability or deliverable** | **Indicators of success** |
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| **Graduate and Intern Recruitment**  *Delivery of high quality graduate and intern recruitment* | * Establishes a clear plan for the delivery of the recruitment campaign. * Manages the end to end recruitment process for MBIE’s annual Policy Graduate and Intern recruitment campaign, including   + Updating campaign material so it is relevant and available to Managers   + Advertising, and managing candidate queries   + Shortlisting and video interviewing   + Coordinating the assessment centre and other testing * Liaises with the Talent Acquisition team for wider graduate opportunities. * Coaches and supports managers to run efficient recruitment processes, hiring great people. * Identifies and understands MBIE’s involvement in wider graduate programmes (i.e. procurement graduate programme, TupuTai and GovTech) and identifies opportunities to create efficiencies and synergies with these programmes. * Keeps up to date with trends in the graduate market in which you recruit as well as the wider talent acquisition field, looking for opportunities to implement them at MBIE. |
| **Graduate Brand and Engagement**  *Ensures MBIE has a clear graduate brand in the market to attract a diverse range of high calibre candidates* | * Works with the Talent Acquisition team and hiring managers to promote MBIE’s brand in the graduate market. * Develops, and coordinates, a pro-active stakeholder engagement plan for MBIE’s engagement with universities and other sources of graduate candidates. Including   + ensuring MBIE managers have the most up to date information on upcoming events and networking opportunities   + Coordinating travel and attendance at appropriate events   + Ensuring collateral is engaging and fit for purpose (in conjunction with the Communications and Design teams)   + Attending events as appropriate * Is MBIE’s graduate expert and looks for opportunities to strengthen MBIEs brand and engagement via new and existing channels (i.e. social media, careers site etc.) |
| **Graduate and Intern Development**  *Coordinates the delivery of the graduate development programme* | * Facilitate the induction for the graduates and interns. * Coordinate the delivery of the graduate programme, including   + Organising programme workshops   + Organising the graduate retreat   + Liaising with training providers to ensure course delivery   + Overseeing logistics to ensure successful delivery of the programme * Evaluating programme to ensure content remains current and appropriate, and engaging with learning and development for any content development. |
| **Evaluation and Reporting**  *Evaluates programme delivery and looks for areas to improve* | * Clear objectives and performance measures are developed, and work is reviewed to determine effectiveness and lessons learnt. * Develop and manage the post-programme review, ensuring areas to improve are identified and actioned. * Support identification and advice on emerging trends or developments of graduate programmes and initiatives across the New Zealand public sector that could benefit MBIE’s graduate programme. |
| **Communication & Relationship Management**  *Builds strong relationships with colleagues, managers and candidates* | * Point of contact for managers and graduates, engaging with and escalating to the appropriate part of HR as required. * Build strong relationships with hiring managers, and other programme stakeholders * Collaborates with wider HR branch to ensure relevant information is shared across teams. * Communicates well with candidates to support MBIE’s employer brand. |
| **Wider Talent Acquisition Work** | * Contributes to other work and projects within the Talent Acquisition team and HR Branch as required. |
| **Safety and wellbeing**  *Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents, incidents and near misses* | * Manages own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents. * Ensures own and others’ safety at all times. * Complies with relevant safety legislation, policies, procedures, safe systems of work and event reporting. * Reports all incidents/accidents, including near misses in a timely fashion. |

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| **Competencies** | |
| **Cultivates Innovation** | **Shape the agenda**, creating new and better ways for the organisation to be successful, by   * Coming up with useful ideas that are new, better or unique * **Challenging the status quo** * Introducing new ways of looking at problems * **Generating and adopting new and creative ideas**, and putting them into practice * Encouraging diverse thinking to promote and nurture innovation |
| **Nimble Learning** | Actively learn through experimentation when tackling new problems, using both successes and failures as learning fodder, by   * **Learning as we go,** when facing new situations * Experimenting to find new solutions * Taking on the challenge of unfamiliar tasks * Extracting lessons learned from failures and mistakes * Being flexible and responsive to changes in requirements * Identifying personal learning opportunities * Finding own solutions where possible |

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| **Collaborates** | **Support others,** building partnerships and working collaboratively with others to meet shared objectives, by   * Working co-operatively with others across MBIE, the public sector and external stakeholder groups to achieve shared objectives * Balancing competing interests and priorities appropriately and in line with MBIE’s priorities * Identifying, **engaging early** and partnering with relevant stakeholders to get work done * Crediting others for their contributions and accomplishments * Gaining trust and support of others. * Addressing behaviours that do not align with our culture * Seeking and respecting the views and opinions of others * Providing timely and helpful information to others across the organisation |
| **Customer Focus** | Build strong customer relationships and delivering customer-centric solutions, by   * Gaining insights into customer needs * Delivering quality, accurate, timely service and customer focussed solutions * Identifying opportunities that benefit the customer and will improve service delivery * Building and delivering solutions that meet customer expectations * Establishing and maintaining effective customer relationships * **Pro-actively partnering in pursuit of shared goals.** * Actively seeking and responding to customer feedback |
| **Action Oriented** | Take on new opportunities and tough challenges with **purpose, urgency and discipline,** by   * Readily **taking ownership** and action on challenges, without unnecessary planning, and being accountable for the results * Identifying and seizing new opportunities * Displaying a **can-do attitude** in good and bad times, and **celebrating success** * Stepping up to manage tough situations and encouraging my colleagues to do the same |
| **Decision Quality** | Make good and timely decisions that keep the organisation moving forward, by   * Making sound decisions, even in the absence of complete information * Relying on an appropriate mix of analysis, wisdom, experience and judgement to make valid and reliable decisions * Considering all relevant factors and using appropriate decision-making criteria and principles, **taking calculated risks** where required * Recognising when a quick 80% solution will suffice, and when it will not * Analysing information to make effective decisions in order to improve performance |
| **Organisational commitment and public service** | Role models the standards of Integrity and Conduct for the State Services Contributes to the development of, and helps promote and builds commitment to MBIE’s vision, mission, values and services, by   * Willingly undertaking any duty required within the context of the position * Managing own personal health and safety, and takes appropriate action to deal with workplace hazards, accidents and incidents * Understanding Equal Employment Opportunities (EEO) principles and the application of these to MBIE * Complying with all legislative requirements and good employer obligations |

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| **Personal specifications** |
| * Recruitment experience in a fast paced environment, preferably with graduate or high volume roles * Sound understanding of recruitment processes and systems (i.e. behavioural interviewing, psychometric testing and employment checking etc.) * Experience with the use of social media for recruitment would be beneficial * Facilitation and evaluation experience, in learning and development environments for adult learners would be beneficial * Excellent attention to detail and effective planning and organisational skills, including time management and prioritising work * Experience providing great customer service, building and delivering solutions that meet customer expectations * Proven ability to quickly establish and build strong working relationships with a range of diverse stakeholders * Influencing skills * An understanding of government decision making and recruiting environment would be beneficial * Must have the legal right to live and work in New Zealand |