

Recruitment Coordinator

Job Description

Date	April 2026
Location / Team	People Team, Auckland
Reporting to	People Business Partner
Direct Reports or Functional Relationships	RNZ Hiring managers and kaimahi
Role Type	Fixed Term, Full-time

Te Tūranga - About the Role

To provide professional, high-quality recruitment advice and support to People Leaders, working in partnership with them to achieve desired outcomes for their teams and RNZ.

Te Mahi - About the job

- Recommend a tailored and targeted recruitment and selection process for each vacancy, ensuring People Leaders understand and follow RNZs recruitment policy, processes and approvals.
- Write job descriptions and follow processes to ensure methodology is used to determine the size of the job and make informed decisions about appropriate salary.
- Use LinkedIn, SEEK, social media and other platforms to attract and source candidates and grow our employer brand.
- Support People Leaders with recruitment activities including creating job adverts, doing candidate screening, interviewing and reference checking.

- Manage the recruitment process with People Leaders to ensure a positive candidate experience ensuring responsiveness and nurturing them through the process.
- Use the recruitment system to track end to end recruitment and selection process and make use of the data to both provide visibility of and inform future recruitment plans.
- Create a talent pipeline and provide support for RNZ People Leaders to do the same.
- Ensure the People Business Partner and/or the Chief People Officer are informed about any recruitment and people-related risks, on a no surprise basis.
- Maintain knowledge of the recruitment industry and its trends in New Zealand and internationally as appropriate and disseminate information as required.
- Maintain relationships between RNZ and external agencies.
- Contribute to the development and improvement of recruitment policies, processes and systems to maximise the effective operation of the recruitment function for RNZ.
- Support with coordination of people experience and onboarding and any other appropriate tasks that may arise during high demand times.

Ōu Pūkenga - About You

Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in Human Resources or related field or equivalent gained through experience
Knowledge & Experience	<ul style="list-style-type: none"> • Sound knowledge of recruitment including familiarity with recognised best practices in recruitment and selection • Ability to provide advice and support to managers and senior leaders
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • An ability to see the big picture, identify and plan for future needs • Sound and mature judgement • Confidence in establishing and maintaining highly valued and constructive relationships across all levels of an organisation • Willingness to identify innovative and pragmatic business solutions and initiatives that meet both individual and business needs • Analyses problems and make recommendations that consider short and long-term organisational objectives • Excellent organisational and planning skills

	<ul style="list-style-type: none">• Proven ability to work independently, while also a team player
Personal Attributes	<ul style="list-style-type: none">• A proven track record for commitment to excellence• A reputation as a person of high integrity• Thrives on innovation and new challenges• Quickly adapts to need for change and is flexible in approach• Displays high energy, commitment and passion• Resilient• Strong outcome orientation• Sense of fun and humour• Collaborative team player• Recognises the value of cultural and community diversity• Champion for team

Te Arurea - Our Culture

RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.

be BOLD

We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.

**Day
Every
Better**

We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.

Manaaki 
tanga

We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.