

Job No: 223	Job Description	 Waste Management®
--------------------	------------------------	--

Job Title:	Talent Acquisition Advisor This role is accountable for providing an efficient and effective Talent Acquisition process by partnering with People and Culture and Hiring Managers across various Divisions.
Primary Objective	The primary function of this role is to partner with Hiring Managers to understand the business; the role requirements and culture to produce high quality hires, whilst utilising the most innovative, cost effective and quality techniques, while maximising candidate and hiring leader experiences by streamlining and automating workflows through the use of systems and technology.

Key Responsibilities

Administration

- **Process Management** - Provide feedback to clients, candidates and stakeholders regarding test results in a timely and effective manner and accurately update workflow processes in Applicant Tracking System "ATS".
- **Data Integrity** - Maintain accurate data/notes in ATS.
- **Contract request preparation** - Ensure contract and offer information is confirmed and 100% accurate before requesting a contract and provide onboarding documents to new employees in a timely manner.
- **Analysis** - Evaluation of content gathered from interviews, phone screens, reference checks and psychometric assessment and provide sound and unbiased recommendations to hiring managers to assist with the hiring decision.
- **Confidentiality** - Maintain confidentiality of applicants and internal employee's details in accordance with Waste Management policies. Ensure a fair, unbiased and equal process has been followed throughout the talent acquisition process such that integrity of the process is maintained.
- **Meetings** - Participate in regular meetings with key stakeholders to understand the future talent needs for the business. Participate in regular meetings with the wider People and Culture and Talent Acquisition team to stay informed and establish best practice.

Organisation

- **Business Improvement** - Contribute to the development and continual improvement of People and Culture processes and procedures. Review and audit talent acquisition process and tools to ensure that they are meeting best practice talent acquisition standards.
- **Outbound Communications** - Deliver appropriate communications on talent acquisition related matters. Ensure integrity and communication standards of advertising are maintained. Ensure consistent positive and professional candidate experiences through the talent acquisition process. Engaging with external talent and develop talent pools for future requirements. Facilitating the candidate selection and offer process.
- **Internal Communications** - Work with the wider business to ensure business talent acquisition needs are understood and appropriate actions taken. Complete a complete job brief from hiring manager and undertake needs analysis on current job vacancies and make recommendations on key skills required. Consult and advise hiring managers on position

Job No: 223	Job Description	
--------------------	------------------------	---

descriptions and person specifications. Establish strong networks with senior management to assist in sourcing.

- **Coaching/Training** - Assist in ensuring a high level of knowledge and skills in the Talent Acquisition Team. Delivery of recruitment training to the wider business.

Processes

- **Talent Acquisition** - To manage and plan the end-to-end talent acquisition process to ensure business objectives are achieved. To plan and organise talent acquisition to meet agreed timeframes whilst maintaining quality of hire. Ensure talent acquisition standards and processes are followed. Complete reference checks as required and accurately administer the preferred psychology testing. Conduct phone screens and interviews (when required). Provide support with talent acquisition decisions by providing an unbiased decision. Source and maintain talent pipelines for hard to fill business roles for future requirements.
- **Policies and Procedures** - Act in accordance with Company policies and procedures at all times. Adherence to standard operating procedures. To deliver the agreed operational standards in line with company policies through utilisation of agreed processes.

Financial Management

- **Budgets** - Assist in the achievement of set budget.

Health, Safety, Environment and Quality (HSEQ) Responsibilities

- Know the company's vision with respect to HSEQ standards, behaviours, and performance.
- Participate in the company's safety-first culture that supports continuous HSEQ improvement and participate in company-wide programs.
- Ensure duty of care obligations is met and that your conduct in the workplace occurs in a safe manner at all times.
- Participate in processes regarding risk management compliance and internal controls to ensure operations and legal HSEQ risks are effectively managed and minimised.
- Participate in training to obtain the appropriate skills and experience to safely and competently perform role.
- Adhere to the company's policies and procedures at all times.

Sustainability

- Understand For Future Generations (FFG) and sustainability visions, promote and support FFG environmental, Community, Customer, People and business initiatives
- Participate and support WM teams to identify, develop and implement sustainability activities as well to educate and promote FFG with our customers and communities to work towards Waste Management and New Zealand progress towards a low carbon future
- Engage and participate in Our People FFG Goals including Diversity and Inclusion programs, WM Volunteering programs and initiatives
- Support our business by actively consider materials recovery while performing daily tasks, including, but not limited to, minimising waste and reusing materials to maximise our resources

Job No: 223	Job Description	 Waste Management®
--------------------	------------------------	--

General Responsibilities

- Advance the company's vision, mission and values in all dealings and decisions and to translate the formation of the company's culture.
- Implement and participate in Human Resource systems and initiatives to effectively resource the business and meet strategic objectives.
- Develop strategies, plans and allocate resources to ensure corporate governance.
- Implement strategies and manage standards so that effective customer service is achieved to both internal and external customers.
- Comply with all statutory obligations.
- Undertake any other duties, accountabilities and responsibilities as directed.

Skills, Knowledge, Experience & Qualifications

- Tertiary qualification related to specialty area or industry experience
- Ideally 3-5 years' experience in a talent acquisition related position
- Demonstrated experience in managing and developing a stakeholder relationship
- Understands strategic sourcing solutions across a variety of evolving delivery channels
- Project management and change management experience
- Strong business acumen with specific capabilities in workforce planning
- Strong priorities management and problem-solving capability
- Confident with systems, data and analysis
- Demonstrates industry knowledge, attends industry events and belongs to industry associations.

Our Values – Ngā Kai Ngākau

- Safety – Haumarutanga. Safety is first in everything we do
- Service – Ratonga. We keep our promises.
- Sustainability – Toitūtanga. We are all responsible to future generations.
- Innovation – Auahatanga. We execute great ideas well.
- Together – Mahi ngātahi. He waka eke noa – One boat – same direction.

Employee Name:

Employee Signature:

Date: