

Recruitment Partner

Position Description – People and Culture

Team:	Recruitment	Location:	Auckland
Reports to:	Recruitment Manager		
Role Type:	Fixed Term		

About Us

KiwiRail's Role in Aotearoa, New Zealand

KiwiRail, a proud State-Owned Enterprise, delivers sustainable and inclusive growth for our customers, communities, and people.

For more than 150 years, rail in New Zealand has connected communities, delivered freight and passengers around the country, and showcased our spectacular scenery to the world. Our purpose—Hononga Whaikaha, Oranga mo Aotearoa (Stronger Connections, Better New Zealand)—speaks to connection with our customers and the future needs of their businesses, connection with the communities we serve and operate in, and connection with each other. KiwiRail is carrying this legacy into the future, delivering connected rail and shipping transport services that create economic, social, and environmental value for New Zealand and New Zealanders.

Our Workplace

At KiwiRail, our values define the behaviour we expect from everyone. We have a team of over 4500 people, and every connection we make with each other, our union partners, our customers and all our stakeholders must be of the highest standard.



Safety, health, and well-being are our number one priority, ensuring our people return home safe and healthy every day.

About the Role

Purpose of the role

KiwiRail is in a phase of significant transformation to modernise and grow our rail and Interislander ferry services in Aotearoa.

The Recruitment Partner plays a key role in enabling KiwiRail to achieve its strategic goals by attracting and selecting the right people for the right roles. This position delivers end-to-end recruitment services, supports workforce planning, and contributes to the continuous improvement of recruitment practices. The role ensures a consistent, inclusive, and high-quality candidate experience while aligning recruitment strategies with KiwiRail's business needs.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Deliver consistent, high-quality recruitment and selection services that support strategic and commercial decision-making.
- Partner with hiring managers to scope roles, design job profiles, and determine appropriate assessment tools.
- Manage the full recruitment lifecycle including advertising, shortlisting, interviewing, reference checking, and candidate feedback.
- Provide coaching and training to managers and interview panels on best-practice recruitment techniques.
- Maintain and optimise the recruitment technology system (SuccessFactors) to ensure compliance and efficiency.
- Contribute to the development of talent pools and sourcing strategies for critical and high-volume roles.

Key challenges

- Balancing the need for timely recruitment with the delivery of high-quality candidate experiences and outcomes.
- Navigating complex stakeholder expectations across diverse business units while maintaining consistency in recruitment practices.
- Keeping pace with evolving labour market trends and adapting sourcing strategies accordingly.

Key Relationships Here are the key relationships relevant to this role		Manage /Lead	Deliver to	Collaborate with	Advise or inform
Internal	Recruitment Manager		✓	✓	✓
	People and Performance Partner			✓	✓
	Strategic People Partner			✓	✓
	Hiring Managers		✓		✓
	Learning & Development			✓	✓
	ER/IR Group				✓
	Safety Health and Wellbeing Team				✓
	Internal candidates		✓		✓

External	External candidates		✓		✓
	Professional bodies			✓	✓
	Advertising agencies			✓	✓
	Drug and alcohol testing agencies (e.g., NZDDA, RMOs)				✓
	Psychometric testing agencies			✓	✓
	Immigration agencies			✓	✓
	EAP provider				✓

What you will do to contribute

Health Safety and Wellbeing	<ul style="list-style-type: none"> You prioritise safety by identifying and addressing hazards, ensuring the wellbeing of others. You follow through on commitments, acting with integrity in all situations. You are confident in challenging unsafe behaviours and have courageous safety conversations. You maintain knowledge of and comply with all industry safety rules and regulations.
Customer Focus	<ul style="list-style-type: none"> You build rapport with internal and external customers, ensuring their needs are understood and met. You deliver high-quality outcomes that benefit both customers and the organisation. You act on feedback to improve service delivery and candidate experience. You represent KiwiRail's employment brand professionally and consistently.
High Performing Teams Skills	<ul style="list-style-type: none"> You actively collaborate with colleagues, contributing positively to team tasks. You support teammates and help resolve issues within the group. You share knowledge and contribute to team learning and development. You promote a 'One KiwiRail' approach in all interactions.
Commercial Acumen	<ul style="list-style-type: none"> You use recruitment data to inform decisions and improve service delivery. You understand labour market trends and their impact on sourcing strategies. You contribute to workforce planning through relevant reporting and insights. You identify opportunities for process efficiencies and cost-effective recruitment solutions.
Other Role-Relevant Competencies	<ul style="list-style-type: none"> You stay up to date with recruitment technologies and adapt readily to using them.

- You find creative solutions to sourcing challenges and aren't afraid to try new approaches.
- You organise your time effectively, ensuring tasks are prioritised and delivered to a high standard.
- You use sound judgement when making decisions, based on thorough analysis and information gathering.

Decision Making

The position is accountable for decisions regarding all project operational objectives and for the provision of advice to project team members and relevant stakeholders on day to day operational decisions.

Key decision-making requirements of the position include:

- Determining appropriate sourcing strategies, assessment tools, and candidate recommendations.

Human Resources Delegations	Nil
Direct reports	Nil
Finance Delegations	Nil
Budget (operating and capital)	Nil
Travel Delegations	Nil
Statutory powers	Nil

Physical demands and the nature of work

This role is office-based and requires:

- prolonged sitting and high computer usage
- limited walking, standing, twisting, bending (at the waist), crouching (bend knee)
- carrying of laptop and paperwork when alternating between home and office
- limited lifting of up to 7 kg archive boxes

Your role may include other tasks suited to your level, as your manager directs. This job description shows your current duties. We'll review and update it with you if your responsibilities change.

About you

Knowledge and experience

- You have experience managing recruitment processes in a large organisation and/or recruitment agency.
- You understand HR disciplines and current recruitment and assessment practices.
- You are confident using web-based recruitment systems and tools.
- You have experience in job analysis, design, and evaluation.
- You build strong working relationships and understand labour market dynamics.

Ways of working / Work-related qualities

- You communicate clearly and confidently, tailoring your approach to different audiences.
- You stay calm and composed in the face of challenges or ambiguity.
- You take ownership of goals and proactively seek opportunities.
- You collaborate effectively and contribute positively to team outcomes.
- You welcome diverse viewpoints and adapt your approach in diverse situations.

Other Requirements

- You can pass regular drug and alcohol screenings.
- You hold a current and valid NZ driver's licence.

Qualifications

- You have a tertiary qualification in Human Resources, Industrial/Organisational Psychology, or Business Studies — or equivalent practical experience.

