

## AVANTI FINANCE

# POSITION DESCRIPTION FOR RECRUITMENT SPECIALIST

Avanti Finance Group is a privately owned non-bank lender operating across New Zealand, and Australia. We are on a growth mission to lead and inspire our industry through innovation, and the development of exceptional financial services products whilst fostering a motivated and engaged workplace culture that is centred around personal growth and high performance.

This role reports to the Head of People and will be responsible for facilitating and delivering a centre of excellence for recruitment across the Avanti Finance Group. This role will also assist in wider People & Capability activities that help to ensure that operational activities are in-line with the strategic plan.

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### TO BE SUCCESSFUL IN THIS ROLE, YOU WILL BE ABLE TO:

- Support and optimise the Group's Talent Acquisition Strategy.
- Maintain up to date knowledge of sourcing methods to support relevant and high calibre talent sourcing.
- Support a robust due diligence process of screening, interviewing and pre-employment checks.
- Be a keen communicator and excel in stakeholder management to manage expectations, ensure collaborative relationships and knowledge sharing.
- Have an eye for EVP and be able to look for talking points in every interaction with staff and Hiring Managers, in order to share with candidates and raise employer brand awareness.

### IN THIS ROLE, YOU WILL:

#### *Do-the-Doing*

- Facilitate the full end-to-end recruitment cycle for all roles across the Group, including sourcing methods that attract top talent in the Financial Services industries in New Zealand and Australia.
- Build and manage a Talent Pipeline for current and future hiring needs, that also supports a network of previous employees.
- Consistently seek to improve on the candidate experience, Hiring Manager experience and overall process and costs of the recruitment journey, including maximising value associated with external recruitment agencies.
- Assist in coordination of Position Descriptions across Avanti teams, ensuring roles are consistently fit for purpose and to better understand hiring needs and market comparatives.
- Manage Immigration applications in line with the Group policy for staff and stay up to date with NZ Immigration law changes to this as relevant for our business and our people.

*Always Ensure Integrity, Risk and Compliance*

- Apply a risk and compliance lens, ensure legal adherence, and manage all day-to-day risks through the appropriate channels.
- Operate with integrity by upholding high standards in compliance and risk management through adherence to the three lines of defence model.

*Living Our Values: Relentlessly Helpful, Do What's Right, People First*

- Be a team player and follow your manager's reasonable instructions, performing additional duties as needed.
- Bring your whole self every day, to proactively promote a wellness, inclusive, health and safety conscious culture at Avanti.

**THE SUCCESSFUL CANDIDATE WILL HAVE:**

- Minimum 3 years agency or internal end-to-end recruitment experience, preferably within the financial services industry. This will be supported by a strong understanding of employment laws and regulations in NZ and Australia.
- The ability to independently identify opportunities to improve and an interest in continuous improvement and ways of doing things better.
- Strong verbal and written communication skills, with experience in engaging and influencing a diverse cross functional senior stakeholder group to drive outcomes.
- Be masterful at multi-tasking and keeping pace in a dynamic and fast paced environment. Roll your sleeves up and get stuck in with a one-team approach. Able to work autonomously and manage time.
- Excellent work ethic and self-motivated, with interests in ongoing personal development.
- Exceptional computer skills including excellent use of the Microsoft suite of products and the ability to utilise online platforms to conduct Boolean searches.

**THE FOCUS CAPABILITIES THIS ROLE WILL DISPLAY AND BE MEASURED BY:**

The focus capabilities for this role are the capabilities someone new to the role should immediately be able to demonstrate competency in. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and are reviewed annually as part of the Group's Capability Framework.

**Embracing Change** fosters agility and resilience. Our ability to anticipate, embrace and adapt to new opportunities, including technology and new ways of working enables us to succeed and grow sustainably in today's rapidly evolving landscape.

We demonstrate **Standards of Work** through being willing compliers of regulatory requirements and our ongoing commitment to prioritising quality work practices, we ensure our business is sustainable and our customers can trust us.

We **Use Our Initiative** by taking ownership of our work, and willingly contribute ideas and new ways of thinking. We seize opportunities early, anticipate issues before they become problems and acts with a sense of urgency to achieve results.

**Active Collaboration** creates a supportive and productive environment. We work together by having a common goal, sharing knowledge, expertise, and resources. This is how we foster creativity, innovation, and success.

We **Provide Customer Solutions** through understanding customer needs, defining requirements and ensuring the right expertise is applied. We utilise our knowledge base of products and services and invite customers to explore options.

We take responsibility for our actions and decisions. **Being Accountable** allows us to work towards the same goals and objectives. It ensures that as individuals and as an organisation we hold ourselves to a high standard of conduct.



**Operational detail:**

<b>Location</b>	Newmarket office
<b>Department</b>	People & Capability
<b>Reporting to</b>	Head of People
<b>Direct reports</b>	This role does not have direct reports
<b>Internal relationships</b>	All members of the Avanti Finance Group team
<b>External relationships</b>	Recruitment agencies, candidates

*I acknowledge that I've read and understand this position description:*

%%CANDIDATE\_SIGNATURE%%

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*Signed by the Employee*