

SECTOR ALIGNMENT

RECRUITMENT PROCESS FOR NEW POSITIONS

RING-FENCED POSITIONS - BUSINESS ADMINISTRATOR

We are seeking applications from eligible impacted permanent Personal Assistant/Departmental Administration staff for the ring-fenced positions listed below from Friday 06 November until 5pm Friday, 20 November 2015:

- Business Administrator (14FTE)

The position description can be found in Appendix A of the Sector Alignment Outcome Document available on the Nest.

Only eligible impacted Personal Assistant/Departmental Administration staff can apply for the above ring-fenced positions. In order to do this you need to follow the process outlined below:

- 1) Identify if you are eligible to apply for the position.
- 2) Make sure that your CV is up to date.
- 3) Write a cover letter that outlines why you are interested in the position, highlights relevant experience and identifies the professional development you have undertaken in the last 3 years.
- 4) Send your cover letter and CV to Kim Curreen, kcurreen@unitec.ac.nz by 5pm on Friday, 20 November 2015.

We anticipate completing all interviews for the ring-fenced positions by **03 December 2015** and notifying applicants of the initial outcomes by Monday 7 December 2015.

Feedback on initial outcomes will be provided from **07-11 December 2015**. Responses to the initial outcomes must please be sent to Kim Curreen, kcurreen@unitec.ac.nz by **Friday 11 December 2015, 5pm latest**.

We anticipate notifying applicants of the final outcomes by **Wednesday 16 December 2015**.

EXTERNALLY ADVERTISED POSITIONS ON UNITEC CAREERS SITE

We are seeking applications from *interested Unitec staff and the external market* for the positions listed below from **Friday 06 November until 5pm Friday 27 November 2015**. These positions are **NOT** ring-fenced so accordingly are open to anyone.

- Head of Practice Pathway Groups (15 FTE)
- Interim Manager Programme Administration (1FTE)
- Programme Development Partner (1FTE)

These externally advertised positions will be able to be viewed and applied for by visiting the Unitec careers site www.jobs.unitec.ac.nz from **Friday 6 November 2015**.

You will be required to register on the Unitec career site if you haven't already, apply for the position(s) you are interested in and upload an up-to-date CV and Cover Letter.

We are anticipating completing the final shortlisting for all these positions **by 01 December 2015** and applicants will be notified by this date if they are successful in moving through to interview stage. To expedite the recruitment process interview arrangements will commence as shortlisting decisions are made.

We anticipate completing all interviews by **11 December 2015** and notifying applicants of the outcomes by **23 December 2015**.

If vacancies aren't all filled after the completion of the recruitment process outlined above, they will be re-advertised.

We are seeking applications from *interested Unitec staff and the external market* for the positions listed below starting from **18 January 2016**. These positions are **NOT** ring-fenced so accordingly are open to anyone.

- Resource Coordinators (3FTE)
- Senior Workforce Connectors (3FTE)

These externally advertised positions will be able to be viewed and applied for by visiting the Unitec careers site www.jobs.unitec.ac.nz from **Monday 18 January 2016 until Friday 29 January 2016**.

You will be required to register on the Unitec career site if you haven't already, apply for the position(s) you are interested in and upload an up-to-date CV and Cover Letter.

We anticipate completing all interviews by **19 February 2016** and notifying applicants of the outcomes by **4 March 2016**.

If vacancies can't all be filled after the completion of the recruitment process outlined above, they will be re-advertised.

EXTERNALLY ADVERTISED POSITIONS VIA EXECUTIVE SEARCH FIRMS

We are seeking applications from *interested Unitec staff and the external market* for the positions listed below from **Friday 06 November until Sunday 17 January 2016**. These positions are **NOT** ring-fenced so accordingly are open to anyone.

- General Manager Industry Workforce Development (4FTE)
- General Manager Benefits Realisation (3FTE)
- Dean Innovation and Development (Networks) (3FTE)
- Dean Innovation and Development (Bridgepoint) (1FTE)
- Dean Innovation and Development (Te Miro-Transdisciplinary Network) (1FTE)
- Research Partners (3FTE)

The positions will be managed by the following Executive Search firms:

- **Sheffield (Deans and Research Partners)**
- **Kerridge & Partners (General Manager positions)**

You can review and apply for these positions by visiting the Unitec careers site www.jobs.unitec.ac.nz which will direct you to the particular website of the responsible Executive Search firm once you click apply from **Friday 06 November 2015**.

You will be required to register online if you haven't already, apply for the position(s) you are interested in and upload an up-to-date CV and Cover Letter.

Final shortlisting for these positions will be completed as soon as possible after **17 January 2016** and applicants will be notified accordingly whether or not they are successful in moving through to interview stage. To expedite the recruitment process, interview arrangements will commence as shortlisting decisions are made.

We anticipate completing all interviews by **12 February 2016** and notifying applicants of outcomes by **29 February 2016**.

If vacancies aren't all filled after the completion of the recruitment process, they will be re-advertised.

If you have any questions please contact Kim Curreen at kcurreen@unitec.ac.nz or on extension 8099.