



Te Pūtea Matua | Reserve Bank of New Zealand

Position title	Talent Coordinator
Group	Operations
Reports to	Manager Talent
Reference Level	13

Te Pūtea Matua, the Reserve Bank of New Zealand (RBNZ), is New Zealand's central bank. Toitū Te Ohanga, Toitū Te Ōranga - We enable economic wellbeing and prosperity for all New Zealanders.

Our vision is Great Team, Best Central Bank, expressed as Matangirua Ki Matangireia – working as one towards our ultimate purpose. We operate with Taura / Integrity, Wānanga / Innovation and Taura/ Inclusion.

Kaupapa rōpū | Group purpose

The Operations Group provides strategic support to RBNZ by ensuring effective governance, security, and operational excellence across key functions. This includes fostering a resilient culture, enabling secure technology and data management, optimising financial and procurement practices, and safeguarding assets and people. The Group drives RBNZ's ability to meet its mandate by ensuring organisational efficiency, adaptability, and compliance in a dynamic environment.

Kaupapa mahi | Role purpose

The Talent Coordinator supports the Talent team, by providing proactive coordination and administrative support. The role also provides coordination support and assistance across the wider People and Culture directorate as required.

Ngā kawenga matua | Key responsibilities

- Operating with a one team mentality by collaborating with others to enable 'best for RBNZ' outcomes.
- Demonstrating our values and behaviours consistently to support our desired culture.
- Contributing as required to the delivery of Group and cross-functional strategies, activities, initiatives and programmes / projects.
- Supporting the integration of Te Tiriti, Te Ao Māori and diversity, equity and inclusion within our organisation.

- Taking proactive responsibility for your own health, safety, and wellbeing, and fostering a safe and healthy work environment by identifying, reporting, and managing risks and hazards.
- Developing and maintaining external relationships as required.
- Operating in line with RBNZ's policies and procedures.
- Providing high quality coordination support to team members, including supporting projects and business-as-usual needs.
- Proactively managing dedicated team inboxes, providing professional and timely responses to internal and external enquiries.
- Managing and maintaining Talent related aspects of the Human Resources Information Systems (HRIS), ensuring Talent records are accurate and up to date.
- Arranging pre-employment checks for all new employees and contractors, ensuring these meet our policy and security requirements.
- Providing organisation and logistical support for Talent related events and high volume processes (e.g. Graduate and Intern assessment centres and career fairs).
- Updating Talent collateral as required (e.g. templates, guidance documents, external material).
- Contributing to the continuous improvement of Talent processes.
- Providing backup coordination support across People and Culture as required.
- Assisting with People and Culture related projects, annual processes, and initiatives.

Wheako whai take | Relevant experience

- 1-2 years' coordination or administration experience working in a people function, i.e. recruitment and selection processes, learning and development and/or HRIS.
- A University qualification in Human Resources is desirable.
- Strong organisational skills, a great attention to detail with a continuous improvement focus.
- Knowledge and experience working with a HRIS/Learning Management System – (i.e. Workday) is desirable.
- Sound judgement and the ability to think holistically across a broad range of issues.
- Demonstrates knowledge and application of Te Tiriti o Waitangi.
- Must be eligible to obtain and maintain the appropriate level of NZ National Security Clearance as needed.

Ā mātou whanonga | RBNZ behaviours

As important as what we deliver is how we deliver. We hold people front and centre to our mahi, our way of working is guided by our values which shape our behaviours. Our Individual Performance Framework details these expectations.