

## Position description

# Recruitment and Rostering Manager - Overseas Operations

## Who we are

Confidence in a free, fair, and secret voting system is at the heart of any democracy.

In Aotearoa New Zealand this is something we almost take for granted. But it relies on the integrity of our electoral process, and at the Electoral Commission safeguarding trust and confidence in this process is central to everything we do.

We are an independent Crown Entity operating the electoral system as prescribed in the Electoral Act and mandated by parliament. We run the country's general elections, by-elections and referendums.

But our work extends beyond the usual three-year cycle and running general elections. We meet complex and constantly changing requirements to keep New Zealanders at the centre of the process. We promote wider understanding and participation, including engagement and education programmes.

This is a priceless heritage. It belongs to all New Zealanders. We are proud to be constantly advancing and sustaining the processes it relies on.

## Position purpose

The primary responsibility and accountability of the Recruitment & Rostering Manager, Overseas Operations, is to support the delivery of voting services to overseas voters for the 2026 General Election in accordance with national standards and policies by recruiting high calibre staff, assigning them to roles, arranging their training, rostering them as required and ensuring they are correctly paid.

## Role and Responsibilities

### Planning

- Along with the Overseas Operations Manager and Logistics and Supplies Manager, identify and develop the plan for the recruitment and training needs for the Overseas Operation.
- Plan and develop schedules for the recruitment, rostering, and training of staff.
- Coordinate the preparation and delivery of training materials to staff along with the Logistics and Supplies Manager.
- Plan to pool recruitment and training resources with local Electorate Recruitment and Rostering Managers and the Electoral Commission's enrolment team where applicable.

### Ko te Poutokomanawa

## Operational Delivery

- Communicate with your Manager, other Managers and Processing Team Leaders in the Overseas Operations and National Office and operate in a no surprises environment.
- Complete regular assurance activities as directed by the Commission and as required to provide confidence processes are being carried out accurately and with integrity.
- Ensure that all Electoral Commission policies and processes for recruitment and training are adhered to.
- Promote the roles and recruit quality personnel for the Overseas Operation in line with the Electoral Commission's objectives, EEO policies and practices.
- Managing the recruitment process including reviewing job applications, shortlisting, interviewing and assessing applicants.
- Work with the training team to ensure enough staff are trained consistently to support the Overseas Operation's requirements and within approved national processes and standards.
- Manage the rostering of staff.
- Assist the Overseas Operations Manager to maintain the security and integrity of all personal information and voting materials.
- Adhere to the Electoral Commission's policies and procedures relating to the expenditure of public funds.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Assist the Overseas Operations Manager with general operations.
- Ensure that health and safety practices are implemented and supported.
- Attend and successfully complete any training as required.

## Expected results:

- All timeline and delivery targets are met and any operational or staff issues are proactively addressed and resolved satisfactorily.
- Training of the staff is completed on time and to the required standard,
- Security of staff records is always maintained.
- Risks, particularly staff issues are identified and managed effectively.
- The roster always supports the needs of the operation.
- The financial activity successfully passes audit.
- Staff are correctly inducted and understand their responsibilities around health & safety and security.

## Ways of Working and Culture

### Ko te Poutokomanawa



We work in a way that reflects ko te poutokomanawa, culture, and values, upholding high standards of professionalism, collaboration, and cultural competence.

- Contribute to team and organisational goals by actively identifying improvements to systems and processes that enhance efficiency and forward-thinking practice.
- Foster a positive, inclusive team culture through collaboration, mentoring, and knowledge sharing, consistently reflecting the Commission’s values in everyday work.
- Apply sound judgment and evidence-based decision-making, working constructively with others to deliver timely, fair, and effective outcomes.
- Build strong, respectful relationships with colleagues and stakeholders, supporting continuous improvement in planning and operations.
- Demonstrate cultural competence by actively incorporating te reo Māori and tikanga Māori in interactions and upholding the principles of Te Tiriti o Waitangi.
- Act as an ambassador for the Commission’s purpose and values in all engagements with colleagues, stakeholders, and the public.
- Take responsibility for your and your teams health, safety, and wellbeing - reporting hazards, supporting others, and championing a safe and positive work environment.

### Person Specification – Skills and Experience

- High level of planning and organisational skills, with experience in rostering and payroll.
- Experience in recruiting significant numbers of suitable staff, in a short timeframe, for large events.
- Excellent and proven people management skills, along with a high standard of written and verbal communications.
- Proficient level of computer literacy with the Microsoft suite and the ability to quickly learn election-based IT systems.
- Awareness of, and sensitivity to, different cultural or physical needs of staff and visitors.
- The experience and ability to work efficiently and accurately and with good judgement under pressure.
- Ability to effectively convey clear and accurate verbal instructions.
- Confidence, ability, and past record of successfully leading a team with a high level of responsibility for producing efficient and accurate results.
- Ability to respond appropriately and quickly to changing situations in a dynamic environment.
- Previous election experience would be an advantage.
- Strong work ethic and impeccable honesty and Integrity.

#### Ko te Poutokomanawa

## Public Service introduction

Ka mahitahi mātou o te ratonga tūmatanui kia whai tikanga ai te noho a ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

*Last updated: November 2025*

### Ko te Poutokomanawa

