

MĀORI WORKFORCE - RECRUITMENT



PURPOSE

This is a guidance to the CCDHB hiring managers and staff regarding how we recruit, retain, train and develop our Māori workforce. The CCDHB recruitment guidelines should also be used when recruiting.

The Recruitment Team is required to:

- Support and assist the hiring manager
- Ensure the recruitment and selection process complies with the relevant legislative and contractual obligations
- Coordinate the recruitment and selection process

Resources Required

No specific resource required

PROCESS

1.0 Position Description

- (a) All PDs should include a Māori welcome – Nau mai, haere mai ki Ūpoko ki te uru Hauora
- (b) All PDs should have the English and Māori translation of the role title
- (c) All PDs should have our Whakatauki on the last page of every PD
Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

2.0 Advertising

- (a) Advertisements for “mainstream positions should be designed to attract Māori applicants
- (b) CCDHB Kowhaiwhai with Maori welcoming and Whakatauki should be in all adverts
- (c) All adverts will include the diversity statement in the “About our organisation” brief

3.0 Shortlisting

If the role is Māori focussed, you should approach MHDG to provide advice and recommend an appropriate person to assist. This will ensure that the need for formal qualifications is balanced with the needs of that person within the position.

4.0 Interview Panel/Invite

- (a) Applicant must be informed of who will be on the interview panel and they must also be given the opportunity to bring whānau support/support person with them
- (b) A Māori representative should participate in the interview
- (c) The interview panel must have a good level of understanding of the Treaty of Waitangi, before they ask such a question is asked of the applicant based on the Treaty of Waitangi.
- (d) The interview invite can stipulate “we encourage whanau support, however we can only accommodate up to 6 people including the interview panel due to room size restraints”

5.0 Interview Questions

- (a) All members of the interview panel should be involved in designing the questions and the interview process wherever possible, the recruitment team will be able to assist in having interview packs available to the interview panel

6.0 Interview Process

- (a) Mihi Whakatau – The interview panel should do a welcoming for the applicant and whanau support, the Mihi should include introducing yourself and the role you hold within CCDHB ie “Kia ora, Ko John Smith toku ingoa, He Kaimātai Hinengaro ahau” translated meaning “Hi, I am John Smith and I am a Clinical Psychologist

- (b) The interview panel should be prepared if asked to do a karakia (prayer) before starting the interview, you can ask a member of MHDG to assist, or you can recite the following karakia:

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mākinakina ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red tipped dawn come with a sharpened air
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day
Tīhei mauri ora!	

- (c) It is important to encourage an interactive environment for the applicant

7.0 Retention of Māori Staff

- (a) All new staff must be welcomed by Powhiri or Mihi Whakatau if they wish. It is important that the new staff members are supported by management and colleagues in the traditional Māori way.
- (b) For those positions that have a strong interface with Māori communities, orientation into the Māori community and the CCDHB MHDG should be conducted within one month of commencement date. This will require management and colleagues to organise and support the new staff member through this process.
- (c) The CCDHB MHDG provides support for new staff and invites staff to participate in the various Māori health initiatives and forums underway e.g Treaty of Waitangi Training, Tohu Whakawaiaora.

- (d) All CCDHB staff are encouraged to identify their ethnicity on our EEO form and also enter on KIOSK, this will assist CCDHB to develop a benchmark of Māori staff employed by CCDHB.
- (e) The CCDHB MHDG will be the first point of contact for staff requiring support. Linkages may be made to internal support groups, DHB wide support groups and groups within the wider Māori community
- (f) All CCDHB staff are invited to complete an on-line exit interview. It is important that Māori staff is encouraged to do this and also to have the opportunity to provide their views on improvements can be made for enhance our Māori workforce development plans, what issues did they come across as Māori working within CCDHB.

8.0 Training and Development of Māori Staff Members

- (a) All staff will be made aware of all opportunities available regarding training and development, ConnectMe would be the most beneficial to our Māori staff members

Within the first six months, managers are encouraged to discuss with staff

- Assistance to achieve formal qualifications
- Access to scholarship information
- Identification of core training needs
- Support for clinical supervision (where required for the position)
- Possible career pathways/advancement opportunities
- Access to the CCDHB Māori health department for cultural support and advice
- Access to upskilling in Māori aspirations ie Te Reo Māori

Guidelines for Whānau Support

1. Whānau Support, as a kin-based support system is a traditional component of Whānau Ora and as such should be provided for Māori applicants that are to be interviewed, where requested.
2. Non-Māori applicants are to be accorded a similar opportunity, should it be requested.
3. The number of persons in the Roopu Tautoko (support group) can depend on the status ascribed by Whānau to the applicant or the position involved.
4. The Hiring Manager of the Panel will ensure that the Roopu Tautoko is limited to a mutually agreed size.
5. To help achieve this the Hiring Manager will inform the applicant(s) in writing of factors such as:
 - i. Time allocated to the interview
 - ii. The expected size of the Selection Panel
 - iii. This information may then assist the applicant(s) in determining an appropriately sized support group.

6. Applicants must give the Hiring Manager due notification that they will be accompanied by Whānau so that the composition of the Selection Panel, seating arrangements etc. can be organised.
7. Should the whānau persist with questions not related to the interview, explain that their queries cannot be properly answered within the scope of the interview.