



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	<b>Recruitment &amp; Resourcing Officer</b>
<b>HBC Grade:</b>	<b>HBC 5</b>
<b>Service:</b>	<b>HR Service Centre – Recruitment &amp; Resourcing Service</b>
<b>Division:</b>	<b>Policy, People, Performance &amp; Efficiency</b>

<p><b>Main Purpose of the Role</b></p> <p>Provide resourcing advice to customers in accordance with Council policies and procedures, employment legislation, and HR established best practice.</p> <p>Deliver end-to-end recruitment / resourcing processes from identification of need to determination of contract / placement start dates.</p> <p>Have responsibility for a portfolio of recruitment activity, using an Automated Tracking System (ATS) to manage and progress on-line recruitment.</p> <p>Facilitate the effective acquisition and use of Agency Workers.</p>
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<b>Key Duties</b>	
<b>1</b>	Be the first point of contact for managers / schools on the matter of resourcing requirements, providing business focused advice and guidance on the most appropriate resourcing option(s) for their needs (e.g. permanent contract, temporary contract, casual role, agency placement, apprenticeship, Intermediate Labour Market placement)
<b>2</b>	Advise managers and head teachers on all aspects of the Council's recruitment and selection policies and procedures to ensure that employees are recruited fairly and openly and the Council's Equal Opportunities Policy is adhered to.
<b>3</b>	Ensure the effective drafting of vacancy bulletins, job advertisements, job descriptions and person specifications, providing guidance, support and quality assurance to ensure accuracy, compliance with employment legislation and Council policy, and alignment with the Council's employer brand.
<b>4</b>	Place job advertisements into designated electronic portals using the Applicant Tracking System, and where required facilitate distribution to social media channels / external professional websites.
<b>5</b>	Identify shortlisting criteria for roles being recruited to, providing guidance to managers on the effective development of interview questions and facilitate

	the implementation of a variety of recruitment assessments (exercises, simulations and psychometric testing), to test candidates against role criteria.
<b>6</b>	Facilitate an efficient recruitment process, using system based workflow, ensuring that recruiting managers and shortlisted applicants complete interview / assessment processes in a timely and structured manner, compliant with employment legislation and Council policy.
<b>7</b>	Process contractual documentation for new appointments (offer letter / appointment letter, Written Statement of Particulars, and other relevant contractual documentation) within the scope of employment legislation, pension regulations, and Council policy.
<b>8</b>	Advise managers, head teachers and employees on terms and conditions of service for employees (NJC local government, JNC Chief Officer, NHS, School Teachers), grading systems, differing pay and pension regimes, always ensuring consistent application across the Council / schools.
<b>9</b>	Competently operate and be able to advise on the use of internal HR ICT portals, the Applicant Tracking System, Document Workflow system, and the HR / Pay system. Ensure that all systems are up to date, auditable, and relevant data / documentation is processed and stored in line with work protocols. Have a working knowledge of the third-party Agency Worker acquisition system.
<b>10</b>	Facilitate, review and verify eligibility to work documentation, references, Disclosure and Barring Service (DBS) applications, and medical screening documentation in a timely and efficient manner for new employees / workers. Ensure that appropriate references and eligibility to work documentation is in place for agency workers at point of acquisition, meeting all legislative, statutory and local requirements. Escalating any cases that could potentially jeopardise the safety of the Council's customers.
<b>11</b>	Advise on, and facilitate membership of relevant pension schemes (LGPS, TPS, NHS) for new employees, ensuring an up to date knowledge of eligibility criteria and scheme benefits.
<b>12</b>	Work on projects with other service areas, deploying recruitment and resourcing expertise as required, to ensure that large projects are delivered efficiently and effectively (e.g. whole service reviews and restructuring exercises).
<b>13</b>	Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

	Education	Experience	Knowledge	Skills & Abilities
<b>ESSENTIAL</b>	Recognised Chartered Institute of Personnel and Development Qualification, or equivalent evidence of appropriate level of skills, HR knowledge and ability.	Work in a Human Resources service environment.	Knowledge of recruitment processes in a multi-function organisation.	Team focused with the ability to work collaboratively with colleagues and managers to deliver team objectives.
		Work of a technical administrative nature in an office environment, dealing with members of the public, managers, employees, and external agencies.	Knowledge of key features of job advertisements, job descriptions and person specifications.	Ability to carry out work in a logical sequence and operate a variety of administrative systems and processes.
		Working with electronic document management systems (paperless office environment)	Up to date working knowledge of employment legislation, applicable to resourcing, recruitment, selection and issuing of employment contracts.	Able to demonstrate initiative and to work independently.
		Working with integrated HR/payroll software systems.	Up to date working knowledge of employment practice in schools.	Organising workload, managing own time, prioritising conflicting tasks and working to tight deadlines.
		Experience of organising and managing own workload to meet deadlines.	Knowledge of Agency Worker legislation.	Established interpersonal and communication skills (both verbal and written).
		Experience of working in a customer focused operation, delivering high levels of customer service.	Basic knowledge of interview and assessment techniques.	Numerate and literate with ability to draft effective letters.
				ICT skills, particularly accurate data input, manipulation and retrieval of data
				Able to use Microsoft Office and web-based systems to draft, process, and publish information and data in electronic format.

	Education	Experience	Knowledge	Skills & Abilities
DESIRABLE		Experience in the use of e-recruitment platform(s)	Knowledge of local labour markets and conditions, and impact on recruitment.	
		Experience of the acquisition of Agency Workers for short-term resourcing needs.	Knowledge of Local Government and / or Teachers, and / or NHS terms and conditions of employment	
HOW IDENTIFIED	Production of qualifications at interview	Application / Interview / Assessment	Application / Interview / Assessment	Application / Interview / Assessment

	Other requirements of the post
ESSENTIAL	To act as a counter-signatory for Disclosure and Barring Service (DBS) Checks (this will involve checks being made by the DBS)
	Capable of travelling to other locations as required by the job role (service departments / schools)
DESIREABLE	
HOW IDENTIFIED	Interview / Assessment / Production of documentation

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

<b>Date Created/Reviewed:</b>	12 <sup>th</sup> June 2017
<b>Agreed by:</b>	Richard Rout

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.