Recruitment Administrator  
Grade 5

GRADE xx

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

*People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire’s communities.*

Reporting Relationships

Responsible to: Recruitment Co-ordinator

Responsible for: None

Purpose of role:

To work as part of the People Service Resourcing and Recruitment team providing efficient and effective recruitment and HR administration service for the Staffordshire County Council, covering all aspects of the administration and recruitment processes in line with the council’s recruitment guidance and policy in order to recruitment the very best people for Staffordshire County Council.

Key Accountabilities:

1. Working as part of a team undertake the administration of recruitment and selection processes and appointments to vacancies using the Council’s Recruitment Applicant Tracking system/DBS platform and ensuring an excellent candidate experience that is engaging and retains candidates.
2. Ensure candidates are progressed in the shortest timescale possible to meet key performance indications, service level agreements and service delivery requirements.
3. Proactively manage recruitment enquiries from potential applicants regarding vacancies or the recruitment process, representing the Staffordshire County Council Employer Brand at all times.
4. Directly supporting the Resourcing Advisors in the production of and distribution of accurate and well-presented job descriptions, person specifications, job details and advertisements to attract a diverse applicant pool that is relevant to role.
5. Proactively provide advice and guidance to managers in accordance with the Council’s recruitment and selection processes and policies.

Supporting the effective and efficient service of the team by answering recruitment enquiries in a professional and timely manner.

1. Be responsible for the administration associated with new starters including liaising with managers over start dates and induction arrangements, ensuring that full and accurate records are established and paperwork is processed promptly to ensure that all new employees are smoothly integrated into the workforce.
2. Issue offer letters and draft contracts of employment, using template outlines, and ensuring accuracy of information for the correct terms and conditions for the relevant staff group and provide advice in line with the council’s policy and procedures.
3. Provide effective and efficient clerical and administrative support to the Resourcing and Recruitment Team and ensuring the security of all confidential information at all times.
4. Ensure all relevant paperwork and candidate /job information is saved appropriately and in line with Data protection regulations and retention schedules.
5. Proactively ensure that the lead recruiter and stakeholders to the appointment are kept informed on progress and raise issues as they arise.
6. Providing advocacy for the employer brand and championing diversity through the council to embed and promote the Staffordshire County Council as an employer of choice.
7. Offer advice to applicants about careers within Staffordshire County Council, applying to posts and using the digital systems supporting the recruitment process e.g. the recruitment website and applicant system.
8. Attend and provide administrative support at career events supporting resourcing colleagues to collate information and promote Staffordshire County Council as an employer of choice.
9. Administer the redeployment process proactively seeking alternative roles for internal employees needing to find an alternative role. Liaise with both the recruiting manager and redeployee, sensitively to enact the redeployment following council redeployment policy.
10. Support general People Service projects and administration on occasions.
11. Remain up to date with changes in employment law relating to the recruitment process.

**Service Accountabilities:**

• Coach and influence leaders across the organisation to build trust and cohesion and to consider the ethical impact of their decisions in the short, medium and long term.

• Role model and promote ethical leadership, professional principles and values across the service and wider organisation.

• Visibly role model your own professional development and promote a learning culture. Ensure continuing, personal and professional development, taking ownership and accountability for staying up-to-date and professionally registered with the CIPD.

• Champion the People Service and Strategy, driving discipline to support the People Services Operating Model including feedback and continuous improvement.

• Develop strong and effective working relationships with colleagues from across People services, sharing knowledge and information to ensure the delivery of an excellent service to our customers.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**   * educated to GCSE level including . English & Mathematics (or equivalent qualification) | A |
| **employer_small** | **Knowledge and Experience**   * Significant experience of recruitment administration using an Applicant Tracking system. * Experience of providing administrative support for HR/Recruitment administrative tasks and processes. * Knowledge of best practice in HR/Recruitment; knowing what to do and how best to do it. * An awareness of the general principles of employment law and DBS. * Experience of working in a service-oriented, busy customer-facing department. | A/I  A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**   * Efficient IT skills, including advanced use of Word, Excel and Outlook and HR Systems (or similar) * Effective Communication (oral and written) * Commitment to providing customer focused solutions * Demonstrable organisational and time-management skills. * Attention to detail & accuracy. * Ability to work as part of a team and to contribute to outstanding team performance. | A/I  A/I  A/I  A/I  A/I  A/I |

This post is designated as a casual car user

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**