

## JOB DESCRIPTION

<b>Job Title</b>	Recruitment Officer
<b>Salary Band</b>	SCP 20-23
<b>Reporting to</b>	Recruitment and Talent Lead
<b>Directorate</b>	Resources
<b>Service Area</b>	Corporate Delivery
<b>Team</b>	HR
<b>Political Restriction</b>	N/A

### 1. Primary Purpose of the Post

The Recruitment Officer will be responsible for providing a high quality, proactive and customer focused recruitment service for substantive, fixed term and temporary appointments.

This role will oversee and actively support the full recruitment cycle, liaising with new employees, recruiting managers and other key stakeholders to maximise the efficiency of the recruitment and new starter processes.

Ensure that all pre-employment checks are completed in line with statutory requirements within the organisations agreed timescales in relation to recruitment.

Assisting with facilitating Assessment Centres and the organisation of key recruitment events.

Assisting with the production of reports and providing information on a regular basis on recruitment and applicant activity.

### 2. Key Role Specific Responsibilities

- Act as first point of contact for Recruiting Managers and candidates, providing advice and guidance on the end-to-end recruitment process in line with policy and procedures.
- Act as a source of expertise on the Applicant Tracking System, advising recruiting managers and assisting with training on recruitment processes and procedures.
- Responsible for completing/undertaking pre-employment safer recruitment checks on all candidates including references, DBS checks, Occupational Health checks, right to work and immigration checks, and any other regulatory/legislative requirements.
- Ensure that all roles are advertised appropriately and vacancies that may require a visa are compliant with UKVI requirements.
- Responsible for ensuring that the recruiting manager and the candidate has a positive experience throughout the recruitment process, providing advice and guidance on all relevant processes.

- Responsible for completing onboarding of new employees, issuing offer letters, terms and conditions of employment and processing new starter payroll information. Supporting candidates with queries relating to their employment
- Responsible for issuing certificates of sponsorship and ensuring compliance with the Home Office Sponsor Management System.
- Maintain all related recruitment systems and processes including the Applicant Tracking System, My HR and any electronic recruitment files. Ensuring all systems reflect accurate and up to date information in line with audit requirements and quality assurance measures.
- Maintain and update the recruitment section of the organisations intranet and assist with an internal communication, ensuring that they are up to date, accurate and reflective of current practices, policies and procedures.
- Assist with the production of reports and provide any supporting information to identify any trends or issues that will impact upon being able to deliver an effective recruitment service.
- Implement changes in line with best practice with regards to recruitment and proactively identify areas for improvement.
- Ensure that own workload is managed in accordance with defined key performance indicators, schedules and deadlines, and escalating issues appropriately and timely.
- Support and participate in assessment centres, career events and volume recruitment events as required.
- Provide administration support for the coordination of apprenticeship programmes, work placements and graduate placements.

### **3. General Corporate Responsibilities**

- Support audit processes established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- To share and communicate a clear understanding of the LCRCA equality, diversity and inclusion priorities internally and externally.
- To adhere to LCRCA policy and procedure guidelines in all areas including Health and Safety

- To carry out such other duties as may be directed, commensurate with the grading of the post.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.

#### **4. General Managerial Responsibilities**

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

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

## PERSON SPECIFICATION

**Job Title:** Recruitment Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Level 3 Qualification or proven experience in a relevant role	E	Application
CIPD Level 3	D	Application

Experience and knowledge	E = Essential D = Desirable	Identified By
Previous experience of providing recruitment and system support within a client focussed environment	E	Application & Interview
Working knowledge of recruitment and/or HR processes and procedures	E	Application & Interview
Experience of updating and maintaining information systems and databases	E	Application & Interview
Experience of working with confidential and sensitive information	E	Application & Interview
Proficient in the use of Microsoft packages and producing data reports in Excel	E	Application & Interview
Experience of supporting resourcing activities, such as career fairs, assessment days, social media campaigns	E	Application & Interview
Experience of supporting the development and delivery of training and guidance documents	D	Application & Interview
Experience of maintaining UKVI Sponsor Management System	D	Application & Interview
Experience of completing DBS and Pre employment checks	D	Application & Interview
A working knowledge of HR Practice	D	Application & Interview
Experience of working on ITrent HR/Recruitment System	D	Application & Interview

<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Able to communicate effectively across all levels and use a wide range of communication methods.	<b>E</b>	<b>Interview</b>
Able to build effective working relationships with stakeholders	<b>E</b>	<b>Interview</b>
Able to be able to prioritise own workload and meet key deadlines.	<b>E</b>	<b>Interview</b>
Able to demonstrate excellent attention to detail.	<b>E</b>	<b>Interview</b>
Able to work collaboratively within a team, providing support to other team members	<b>E</b>	<b>Interview</b>
Ability to promote best practice with all stakeholders to ensure that correct processes and procedures are adhered to	<b>E</b>	<b>Interview</b>
Able to use own initiative to make decisions that are appropriate to the situation	<b>E</b>	<b>Interview</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Committed to developing own skills, knowledge and experience.	<b>E</b>	<b>Interview</b>
Able to demonstrate the organisations behaviours and values in day to day approach to work	<b>E</b>	<b>Interview</b>
Enthusiastic and motivated to providing excellent customer care	<b>E</b>	<b>Interview</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
A commitment to the LCR and an understanding of its stakeholders	<b>E</b>	<b>Interview</b>
An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion	<b>E</b>	<b>Interview</b>
Willingness to contribute to a high-performance culture	<b>E</b>	<b>Interview</b>
Embed LCRCAs values of LCRCA first, Action Focused & Respect.	<b>E</b>	<b>Interview</b>

### **Key to Assessment Methods:**

I – Interview, P – Presentation, A – Application, E – Exercise, T – Test, AC – Assessment