



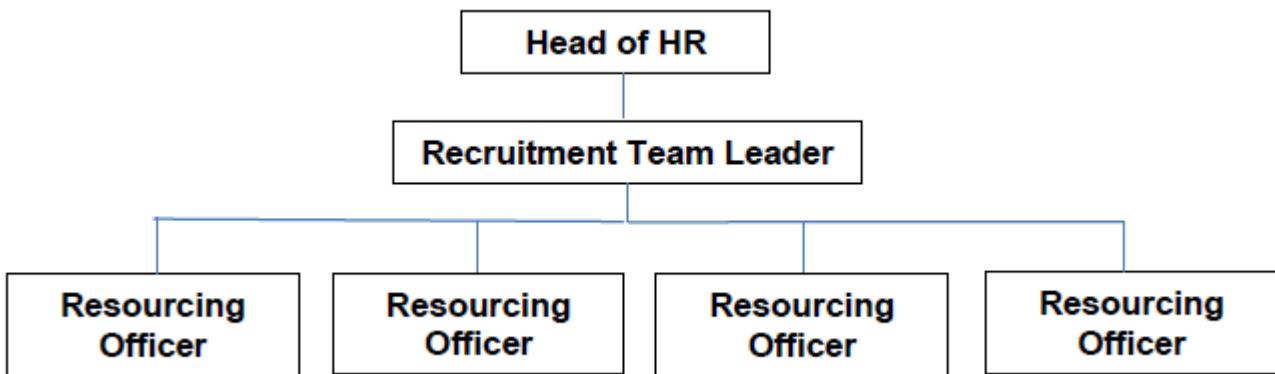
**JOB DESCRIPTION**

<b>Job Title:</b>	Resourcing Officer		
<b>Directorate:</b>	Resourcing	<b>Salary:</b>	£30,024 - £35,412 plus £729 London Weighting
<b>Section:</b>	HR/OD/Payroll	<b>Grade:</b>	BG-H, SCP 15-24
<b>Location:</b>	Time Square, Bracknell	<b>Work Style:</b>	Flexible

**Key Objectives of the role**

- To provide advice and support to managers across the recruitment lifecycle from creating engaging job adverts to onboarding successful candidates and taking ownership of recruitment activity for which you are responsible.
- Manage a range of recruitment campaigns and initiatives which will support the council to successfully recruit high quality candidates.
- Work in partnership with the communications team to develop new campaigns as required.
- Maintain and produce relevant resourcing, recruitment, and agency data as required.
- Maintain accurate records of recruitment activities

**Designation of post and position within departmental structure**



## Daily and monthly responsibilities

- Act as first point of contact for all recruitment activity.
- Provide advice and guidance to managers on recruitment options and processes.
- Provide advice and guidance on advertising options to maximise candidate attraction.
- Promote and support inclusive recruitment practices by ensuring all job adverts, selection processes, and candidate communications are accessible, unbiased, and aligned with the council's equality, diversity and inclusion commitments, helping to attract a diverse range of candidates.
- Coordinate and administer recruitment and resourcing activity and respond to candidate queries.
- Ensure the administration of new starters is coordinated and actioned within agreed timelines, to ensure that new starters are onboarded efficiently. Working with others in the team to deliver projects as and when required.
- Carry out pre-employment checks in line with the council's safer recruitment guidelines, legislation and normal operating procedures.
- In-depth understanding of Right to Work and DBS legislation.
- All payroll activity to support recruitment/new starters.
- Keep up to date with changes to legislation which impact on recruitment.

## Scope of role

- To provide a resourcing coordination and administration service to the council which meets safer recruitment requirements and service level agreements.
- Collaborate with the Recruitment Team Leader and the wider HR / OD team in collating information, developing new resourcing and retention initiatives as required.

Commitment to the council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	GCSE English and Maths Grade 4 to 9 / A to C, or relevant experience.	CIPD Level 5
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Experience of working in a fast-paced recruitment and or resourcing environment.</p> <p>Experience of Microsoft packages including Word, Excel, Power Point.</p> <p>Excellent customer service skills and good organisational skills and the ability to prioritise to meet deadlines.</p> <p>Accuracy and attention to detail.</p> <p>Ability to use own initiative and work daily without supervision.</p> <p>Understanding of safer recruitment practices and a commitment to the requirements of safeguarding children and adults.</p> <p>Knowledge of right to work and UK immigration sponsorship working requirements.</p> <p>Understanding of DBS legislation and processing.</p>	Experience of recruitment in a local authority.
<b>Work-related Personal Requirements</b>	<p>Ability to work in a busy and demanding environment.</p> <p>Flexible to meet the needs of the team.</p> <p>Commitment to providing a quality service.</p> <p>Commitment to equal opportunities.</p> <p>Ability to remain calm and professional under pressure.</p>	

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**Other Work Requirements**

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.

Ability to challenge when needed and communicate with staff at all levels.

Ability to travel within the Borough when necessary.

Role models the council's values and behaviours and encourages others to do the same.

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**Role models and demonstrates the Council's values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

**All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

