

Job Description

Job Title	Recruitment Officer
Directorate	Strategy & Change
Service Area	People & Org Culture
Grade	5
Competency Level	1
Salary	£31,022 - £35,412
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	

Job Purpose

To be responsible for a personal caseload of recruitment cases, managing the end-to-end recruitment processes.

Provide recruitment advice, guidance and support to applicants and managers in accordance with Council policies and procedures, employment legislation, and HR established best practice.

Directly Responsible For:

- Not applicable

Directly Responsible To:

- Recruitment Lead

Main Areas of Responsibility:

- Provide advice, guidance and support on all aspects of the Council's recruitment and selection policies and procedures (including the disclosure processes) to ensure that employees are recruited fairly and openly in accordance with policies
- To manage and deliver a personal caseload of end-to-end recruitment using the council's appropriate software systems, ensuring service level agreements are met and that relevant employment policies, procedures and legislation are adhered
- To ensure all vacancies are advertised to a professional standard and in line with corporate best practise
- Provide advice and guidance and support to ensure vacancies are advertised through appropriate channels such as social media, with partner agencies and external professional websites and publications
- 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
- Where required provide advice, guidance and support with shortlisting candidates

- 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
- Competently operate and be able to advise on the use of internal recruitment and applicant tracking systems and the HR/Payroll systems
- Ensure that all systems are up to date, auditable, and relevant data / documentation is processed and stored in line with work protocols
- Provide advice, guidance and support for hiring managers in the use of third-party Agency Worker acquisition system and ensuring adherence to processes
- 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
- To manage and process all security / identity checks, at all levels throughout the organisation, using available on-line systems, adhering to current legislative requirements
- Support projects, 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)
- Assist in the provision and maintenance of high quality and relevant HR information and advice to the recruitment portal and intranet site
- To support with the collection and analysis of data and information for reports in relation to recruitment, redeployment and DBS checks
- To represent the Council at job fairs and employment events promoting opportunities to a diverse range of candidates
- Ensure the team maintains the appropriate standards of professional practice and confidentiality at all times
- To support Senior/HR Business Partners and Employee Relation Partners by carrying out transactional tasks as and when required

- Being fully accountable for managing the council's resources well, this includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 1**.

[The competency framework can be found here.](#)

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. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Evidence of attendance at appropriate HR or payroll training programme/qualification or equivalent professional experience (A)

Experience

Essential

- Experience of providing high standards of customer service within a busy and demanding environment (A,I)
- A good understanding of the end-to-end recruitment process, including the vetting and barring process (A,I)
- Experience in the use of applicant tracking or e-recruitment systems such as Lumesse Talentlink, SAP Success Factors or equivalent (A,I)

Desirable

- Providing advice, support and guidance on matters of organisational policy and procedure and systems to staff and managers

Skills/Abilities

Essential

- Excellent communication skills with the ability to articulate information clearly both verbally and in writing to a range of audiences including job seekers, staff and managers (A,I)
- Well-developed, proficient MS Office skills including Office Word, Outlook, Excel (A,I)
- Excellent organisation and time management skills with the ability to work independently and to manage a varied caseload in a timely manner and in accordance with agreed service level agreements (A,I)

Desirable

- Excellent interpersonal skills including the ability to establish and develop positive relationships with operational line managers, trade union representatives and staff
- Ability to influence managers and others in order to gain adherence and commitment to corporate standards, policies and procedures
- Ability to take ownership and develop practical and creative solutions to HR & payroll problems, in a consistent and timely manner
- Ability of demonstrate a professional, confident and 'can do' attitude

Commitment

Essential

- Commitment to working flexibly to ensure the achievement of business objectives (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

