

## Job Description

Job title	Recruitment Assistant
Directorate	BUSINESS : Business Support
Division	Talent and Development Service
Range	MPR 2
Reports to	Recruitment Team Manager

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### Main purpose of the job:

To provide a range of specialist and generalist administrative and data processing duties to support the Recruitment Team.

To be an integral part of the HR and Operational Team, driving high customer service and maintaining accurate records on HR Systems.

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

### Accountabilities and outcomes:

To assist with the full recruitment process, including issuing offers and contracts of employment, sending and chasing references, setting up applicants on DBS Employment Check and checking proof of eligibility to live and work in the UK, following national guidelines and Medway's policies and procedures.

To assist with uploading vacancies on to Jobs Go Public (JGP) and other relevant job sites accurately to ensure delivery of an efficient service.

To support recruiting managers with using the Jobs Go Public (JGP) applicant tracking system, providing advice and guidance where needed.

To assist with managing team e-mail inboxes, responding to queries from recruiting managers and the public, to meet service demands.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

## Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

## Organisation:

This role reports to the Recruitment Team Manager

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

## Person specification

All criteria at level A are considered essential unless stated otherwise.

### Qualifications

Good standard of education with GCSE's at grade 4 or above (or equivalent) to include English and Maths.

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### Knowledge

Knowledge and understanding of the recruitment process, including legislation around checking ID documents and conducting compliance checks.

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### Experience

Previous experience of providing admin and support services in an office environment.

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### Skills

Proficient in the use of Microsoft Word, Excel and Outlook and Teams.

Can use email, telephone and other mediums to communicate effectively and to present varied information in an understandable way to a range of audiences and stakeholders, both internal and external to the organisation.

Can use own initiative to manage an assigned workload, while working within regulated procedures and processes, referring any unusual or difficult problems to a manager or senior officer.

Can manage some work-related pressure, for example, from deadlines, interruptions or conflicting demands.

Ability to maintain HR records in an accurate and timely manner.