

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Recruitment Assistant	Range 2	<p>To provide a range of general administrative duties in order to support service delivery.</p> <p>To act as the first point of contact for internal and external customers and provide a professional and welcoming environment at all times.</p> <p>Liaise with stakeholders in a way that promotes the One Medway Council Plan and embeds our values and behaviours.</p>	<p>Required for this level</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Good standard of education to GCSE Level, including English & Maths (Grade 4 or above) or equivalent 	<p>In addition to Level A</p> <p>Qualifications</p>	<p>In additional to Levels A and B</p> <p>Qualifications</p>
			<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of how to use Microsoft Packages i.e. Word, Excel and Outlook. • An awareness of confidentiality and data protection procedures. • An awareness of equality, diversity and inclusion. 	<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of GDPR requirements and data processing principles to keep information secure. • Understanding of current UK right to work and eligibility requirements, including ID checking for employees and DBS checking. • Understanding of how to upload job vacancies to the Medway Careers Hub applicant tracking system (ATS). • Knowledge of our Council recruitment processes to ensure swift onboarding, including safer recruitment (where applicable). • Knowledge of how to set up interviews within Microsoft Teams and align to staff calendars in Outlook. 	<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of the full recruitment onboarding process, to ensure compliance with UK legislation and safeguard the organisation. • Full working knowledge of the Medway Careers Hub ATS to be able to support recruiting managers. • Understanding of GDPR requirements and best practice in relation to information sharing.
			<p>Experience</p> <ul style="list-style-type: none"> • Experience of providing administrative support, within an office environment. • Experience of undertaking routine data entry with care and accuracy. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of confidently undertaking ID checking for DBS and right to work checks. • Experience of uploading job vacancies to the Medway Careers Hub ATS. • Experience of using the multi-function device (MFD) to scan or photocopy. • Experience of accessing the HR system (Resourcelink) and the electronic filing system (iDox) to check personnel records. • Experience of correctly dealing with confidential and sensitive data. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of providing a comprehensive administrative support service. • Experience of uploading or scanning information to the electronic filing system (iDox). • Experience of updating recruitment spreadsheets with live data, to enable swifter onboarding. • Experience of considering the individual needs of applicants to ensure fair access, within interviews.

			<p>Skills</p> <ul style="list-style-type: none"> • Ability to use Microsoft Word, Excel and Outlook. • Able to effectively exchange information, both orally and in writing. • Ability to maintain confidentiality at all times. 	<p>Skills</p> <ul style="list-style-type: none"> • Ability to organise and prioritise workload to achieve deadlines. • Ability to maintain effective computerised and manual filing systems, where care, accuracy, confidentiality and security are important. • Able to confidently communicate both in person and via the telephone. • Able to effectively use Microsoft Teams. 	<p>Skills</p> <ul style="list-style-type: none"> • Good interpersonal skills with a professional telephone manner and the ability to create a welcoming environment for members of the public, staff and stakeholders. • Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with situations, referring to supervisor/line manager for unusual or difficult problems. • Ability to input data ensuring care, accuracy, confidentiality and security.
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