

Job Description

Job title	Recruitment Officer
Directorate	BUSINESS : Business Support
Division	Talent and Development Service
Range	MPR 3
Reports to	Recruitment Team Manager

Main purpose of the job:

To deliver a comprehensive and co-ordinated approach to employee recruitment in relation to the sourcing of permanent or temporary employees and apprentices; in accordance with Medway Council's policies and procedures, ensuring national guidelines are followed.

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 work in partnership with HR colleagues and departmental managers, schools and external agencies to promote proactive recruitment policy, practices and initiatives which support recruitment and retention of high quality staff, and assist with the workforce planning throughout the organisation.

To provide advice and guidance in relation to recruitment for schools and work to ensure the annual subscription service is delivered efficiently.

Assist with the redeployment process along with other HR colleagues to ensure effective use of resources across the authority.

Create and send offer of appointment letters and contracts of employment, and obtain all relevant employment checks for new starters such as references, DBS checks, qualifications and proof of eligibility to live and work in the UK following national guidelines and Medway's policies and procedures.

To administer an effective acting up and additional duties function for the organisation ensuring that appropriate approvals have been gained and costs are correctly recorded.

To have primary responsibility for the administration of work experience activity within the organisation. Ensuring applications are responded to (during the twice-yearly window) and full details of all placements sourced are recorded.

Maintain an awareness of current HR and Local Government sector issues and future trends in order to assist with the improvement of service delivery, including keeping up to date with employment legislation and terms and conditions changes. |

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.

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Organisation:

This role reports to the Recruitment Team Manager for their work area.

| The post holder may have line management responsibility for an apprentice and/or a recruitment assistant.

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 grade 4 or above (or equivalent) to include English and Maths.

Level 3 HR qualification i.e. CIPD Human Resource Practice – or a willingness to work towards the qualification.

Knowledge

Knowledge and understanding of the recruitment service and the requirements which organisations must abide by in accordance with the national guidelines.

Working knowledge of legislation and practice related to eligibility to live and work in the UK

Knowledge of Safer Recruitment principles and Keeping Children Safe in Education.

Knowledge of effective hiring strategies, systems and platforms; to reach, and generate applications from suitable applicants.

Knowledge of Medway Councils Directorates, their work specialist areas and different recruitment approaches to fulfil their workforce needs.

Detailed knowledge of external service provision i.e. schools, agencies etc (where appropriate)

Knowledge of the principles of good line management and how to effectively mentor and support junior staff.

Experience

Practical experience of providing a comprehensive recruitment service, including the sourcing of applicants and liaising with recruitment providers.

Practical experience of utilising bespoke HR systems i.e. Tribepad, Resource Link, DPS (Dynamic Purchasing System)

Experience of advising managers on best practice in relation to recruitment and resourcing practices, using creative approaches to address failed campaigns or hard to fill roles.

Previous experience of dealing with multiple communication portals effectively, prioritising as required, determining eligibility for importance.

Skills

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

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.

Able to independently respond to and resolve unexpected problems, referring complex or unusual problems to a senior officer.

Can effectively manage work-related pressure, from deadlines, interruptions, or conflicting demands.

Can apply the principles of good line management, effectively mentoring and supporting junior staff |