

## Job Description

Job title	Recruitment Apprentice - Advanced
Directorate	BUSINESS : Business Support
Division	Recruitment & Resourcing
Range	Apprentice – Level 3
Reports to	Recruitment Team Manager/Recruitment Officer

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### Main purpose of the job:

To assist with the full recruitment process including, sending/chasing references, setting up applicants on DBS Employment Check. To work with Recruitment Officers to check proof of eligibility to live and work in the UK, following national guidelines and Medway's policies and procedures and uploading vacancies onto our Medway Careers Hub and relevant job sites accurately and assist recruiting managers with guidance when required on the Medway Careers Hub applicant tracking system.

To deliver a range of administrative support services including word processing, data input, scanning, managing relevant inboxes and telephone systems.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

Support the team to deliver an effective Recruitment Service.

The post holder will need to demonstrate a reasonable level of initiative and independence once training has been given.

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.

## Medway Council Job Profile

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.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

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

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

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.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the Recruitment Officer.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation, (both internal colleagues and members of the public) via telephone, email and in-person.

### Working Style:

HYBRID – a flexible working arrangement whereby an employee will undertake their work from both the office and home. The post holder will need to work from the office 3 times a week, or as directed by the line manager to support the demands of the service where needed.

## Medway Council Job Profile

### Person specification

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

#### Qualifications

##### Apprenticeship Level 3

Good standard of education, GCSE grade 4 or above (or equivalent) to include English and Math or have completed an NVQ Level 2 and a willingness to work towards achieving all the qualifications required to successfully complete the Advanced Apprenticeship framework.

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#### Knowledge

##### Apprenticeship Level 3

Demonstrable understanding of the process of teamwork and the part they play in ensuring objectives are met.

A commitment to equality and diversity, accepting differences and treating everyone fairly.

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#### Experience

##### Apprenticeship Level 3

Previous experience of using Microsoft products like Word and Excel (or Outlook/Teams) is desirable.

Demonstrable experience of dealing with customers in a courteous and helpful way by keeping them advised of progress and offering them a solution to their problem.

Demonstrable experience of identifying potential problems and taking appropriate action including escalating to line manager where appropriate.

Demonstrable experience of taking responsibility for own actions and development opportunities, maintaining high levels of integrity.

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#### Skills

##### Apprenticeship Level 3

Demonstrable ability to communicate in a manner that is easily understood and tailored to meet the needs of the audience.

Demonstrable ability to take ownership of work and fulfil agreed commitments, checking work for accuracy.

The ability to think about alternative ways of doing things, and being open to new work practices and responsive to change.

Can work independently and prioritise own workload with some support and guidance from a manager or mentor.

Ability to build relationships, problem solve and confidently respond to enquiries from external or internal customers, seeking advice where needed.