

JOB DESCRIPTION

Post Title:	In-house Recruiter	Director/Service/Sector Human Resources & OD		Office Use
Band:	5	Workplace: County Hall		JE ref: 4330
Responsible to: Recruitment Team Lead		Date: June 2023	Manager Level:	HRMS ref:
Job Purpose: To provide and effective and efficient recruitment service to designated service areas, supporting with vacancy planning, placing of adverts and sourcing of candidates.				
Acting as a recruiter for designated service areas in providing pre and post application and interview support to candidates and being a designated point of contact up to and following start dates for successful candidates.				
Resources	Staff	None – some training of new employees		
	Finance	None		
	Physical	Development and maintenance of ATS and responsibility for large quantities of personal and sensitive data relating to candidates as well as interview records that should be managed in line with data retention regulations.		
	Clients	Service managers, existing and prospective employees of the Council		
Duties and key result areas:				
1. Administer the entire recruitment process with the aid of the ATS				
2. Acting as a key part of services and in conjunction with HR/OD colleagues, provide advice and guidance and, when required, training, coaching and support to appointing managers on the use of recruitment systems and processes				
3. Advise hiring managers in designated service areas the state of the market for their areas for them to effectively plan for any vacancies, advising on the likelihood of success of matching to vacant positions in their areas and working with the Specialist Recruiter for any senior/specialist/hard to fill vacancies.				
4. To maintain a good knowledge of recruitment best practice, including safer recruitment and developments in systems, advertising methods etc and contribute to the ongoing review of recruitment practice, policy/procedures and guidance				
5. To verify and advise recruiting manager on pre-employment information including qualification equivalence, right to work status, registration status, professional registration, reference information & medical clearance				
6. Advertising of vacancies across various media using the appropriate advert templates				
7. Set up and manage campaigns in own service areas				
8. Link with Employability Team on vacancies				
9. Working with services, source appropriate candidates via a range of media and knowledge bases, directing promoting roles to suitable candidates				
10. Report progress of vacancies to Hiring Managers and Recruitment Team Lead/Recruitment Manager and change tact if the vacancy is not receiving good levels of interest				
11. Screen applications and remove any that are not meeting essential criteria, using judgement when a small pool of applicants is received so as to provide hiring managers with a 'long list' of candidates.				
12. Speak to candidates throughout the application process so as to both keep them informed and also be able to share 'soft' information with hiring managers				
13. Utilise the ATS and job boards effectively to ensure maximum exposure of vacancies, and using ATS for talent search				
14. Assist managers in the preparation and delivery of assessment centres				
15. Build candidate loyalty through good engagement and customer service skills, keeping in touch with those unsuccessful candidates that are considered suitable for future vacancies				
16. Provide interview feedback where appropriate and in support of hiring manager				
17. Represent the Council and Recruitment team at job fairs/recruitment events etc				
18. Verify previous continuous service for the preferred candidate's accrued entitlements by researching information held internally and seeking information from external organisations				

19. Create, amend and maintain electronic personal files 20. To be familiar with HR policies, procedures and guidance so as to provide accurate and up to date information and ensure compliance with national laws around ID checking 21. Maintain accurate documentation and records of all recruitment related activities 22. Monitor Appointing Officers' use of the recruitment process and input as necessary 23. To administer and issue accurate contracts of employment and change letters. 24. Production of correspondence relating to employees including casual and temporary appointments, probationary and induction periods. Monitor and review casual and temporary / fixed term appointments to ensure that minimum statutory and policy requirements are being met. 25. Assist in ensuring the preparation, production and processing of all documentation relating to the recruitment and selection process. Ensure letters of appointment and statements of particulars are issued in accordance with statutory requirements and all pre employment checks are carried out. 26. Respond to non routine and complex enquiries, both oral and/or in writing from a wide range of contacts, using judgement in forming responses so that advice on the area of work dealt with by the recruitment team is consistently given in accordance with agreed policies and statutory legislation and within defined procedures. 27. To assist with the preparation of various staffing reports and recruitment information for both internal and external use. 28. Instruct and train new staff in order to ensure that they are competent to undertake the required tasks commensurate with the principle responsibilities of their jobs 29. Liaise with payroll colleagues to ensure accurate information flow and contact candidates if any gaps need filled.	
Work Arrangements	
Transport requirements:	Occasional travel to jobs fairs/events, transporting tables/stalls/free gifts etc
Working patterns:	Flexible
Working conditions:	

Northumberland County Council

PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> Educated to Level 3 standard or equivalent. Practical and procedural knowledge of recruitment and associated rules, regulations and guidance including asylum and immigration, DBS etc Good general level of education (GCSE at grade C for example) demonstrating numeracy and literacy 	<ul style="list-style-type: none"> Foundation Certificate (Level 3) in Human Resource Practice (CHRP) 	
Experience		
It is likely that the following range and depth of experience will require recent and relevant experience in a recruitment setting. <ul style="list-style-type: none"> Experience of working with specialist recruitment and HR systems Experience of using social media as a means of recruitment advertising Evidence of working in a customer oriented service area. Experience of providing recruitment related advice and support to managers and employees. Experience of supporting change and revised procedures resulting from legislative and other changes 	<ul style="list-style-type: none"> Experience in a local authority or other public sector recruitment setting, preferably involving direct contact with a wide range of customers including schools. 	
Skills and competencies		

<ul style="list-style-type: none"> • Knowledge in key areas such as conditions of service, DBS procedures, contracts legislation, GDPR (previously DPA), and customer service delivery. • Good working knowledge of recruitment related policies, administrative practices and procedures. • Well developed team working skills • Good communication and presentation skills. • Analytical and problem solving skills. 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Ability to organise and prioritise workloads and work under pressure and to deadlines and conflicting demands • Able to deal confidently with a full range of requests and respond in a professional and courteous manner in sometimes difficult situations • Ability to work to a strict timetable and to a high level of accuracy • Ability to work for long periods analysing applications/CVs before relaying and presenting the information to hiring managers 		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits