

**JOB DESCRIPTION**

<b>Post Title:</b>	Temporary Staffing Co-ordinator	<b>Director/Service/Sector</b> Human Resources & OD		<b>Office Use</b>
<b>Band:</b>	5	<b>Workplace:</b> County Hall		JE ref: 4331 HRMS ref:
<b>Responsible to:</b> Recruitment Team Lead		<b>Date:</b> June 2023	<b>Manager Level:</b>	
<b>Job Purpose:</b> To provide and effective and efficient temporary staffing recruitment service to all service areas, supporting with vacancy planning and sourcing of candidates.				
Acting as a recruiter for temporary staffing, advertising vacancies and effectively selecting candidates for the temporary staffing pool				
<b>Resources</b>	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		
<b>Duties and key result areas:</b>				
<div>1. Administer the temporary staffing process with the aid of the ATS</div> <div>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</div> <div>3. Advise hiring managers in need of temporary staffing, 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 Intelligence, Marketing and Systems Lead when needing to look to agency solutions.</div> <div>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</div> <div>5. To verify and advise recruiting manager on pre-employment information including qualification equivalence, right to work status, registration status, professional registration, reference information &amp; medical clearance</div> <div>6. Link with Employability Team on vacancies</div> <div>7. Working with services, source appropriate candidates via databases and ATS to match to vacancies</div> <div>8. Contact candidates and assess availability and suitability to role</div> <div>9. 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.</div> <div>10. 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</div> <div>11. Manually arrange interviews for the hiring managers</div> <div>12. Make offers to candidates</div> <div>13. Build candidate loyalty through good engagement and customer service skills, keeping in touch with those unsuccessful candidates that are considered suitable for future vacancies</div> <div>14. Provide interview feedback where appropriate and in support of hiring manager</div> <div>15. Represent the Council and Recruitment team at job fairs/recruitment events etc</div> <div>16. Verify previous continuous service for the preferred candidate’s accrued entitlements by researching information held internally and seeking information from external organisations</div> <div>17. Create, amend and maintain electronic personal files</div> <div>18. To be familiar with HR policies, procedures and guidance so as to provide accurate and up to date information and ensure compliance <u>with national laws around ID checking</u>-. </div> <div>19. Maintain accurate documentation and records of all recruitment related activities</div>				

20. Monitor Appointing Officers' use of the recruitment process and input as necessary
21. To administer and issue accurate contracts of employment and change letters.
22. 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.
23. 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.
24. 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.
25. To assist with the preparation of various staffing reports and recruitment information for both internal and external use.
26. 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
27. Liaise with payroll colleagues to ensure accurate information flow and contact candidates if any gaps need filled.

#### Work Arrangements

Transport requirements:	<u>Occasional travel to jobs fairs/events, transporting tables/stalls/free gifts etc</u>
Working patterns:	
Working conditions:	Flexible

### Northumberland County Council

#### PERSON SPECIFICATION

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<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>Educated to Level 2 standard or equivalent.</li> <li>Practical and procedural knowledge of recruitment and associated rules, regulations and guidance including asylum and immigration, DBS etc</li> <li>Good general level of education (GCSE at grade C for example) demonstrating numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>Foundation Certificate (Level 3) in Human Resource Practice (CHRP)</li> </ul>	
<b>Experience</b>		
<p>It is likely that the following range and depth of experience will require recent and relevant experience in a recruitment setting.</p> <ul style="list-style-type: none"> <li>Experience of working with specialist recruitment and HR systems</li> <li>Experience of using social media as a means of recruitment advertising</li> <li>Evidence of working in a customer oriented service area.</li> <li>Experience of providing recruitment related advice and support to managers and employees.</li> <li>Experience of supporting change and revised procedures resulting from legislative and other changes</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a local authority or other public sector recruitment setting, preferably involving direct contact with a wide range of customers including schools.</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Knowledge in key areas such as conditions of service, DBS procedures, contracts legislation, GDPR (previously DPA), and customer service delivery.</li> </ul>		

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

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