

JOB DESCRIPTION

Job Title: Recruitment Coordinator

Directorate & Section/Unit: HR, Digital & Comms

Reporting to: HR Operations Manager

Responsible for:

Salary Grade: Scale 5

DMA Management Level: * Frontline

DMA Span of Control (Direct Reports): *

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high-quality service which meets the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive

Purpose:

To support the administration and provide advice on all end-to-end recruitment processes which promote best practice and offer a first-class recruitment service.

Main Activities & Responsibilities:

- Work with recruiting managers to ensure processes for advertising vacancies operate effectively
- Input & maintain data associated with recruitment activity and processes
- Undertake and co-ordinate actions required to advertise vacancies and attract candidates - internal vacancies, World Class Careers website, social media presence, WM Jobs, Recommend a Friend Scheme and targeted campaigns
- Deliver high quality, responsive and enthusiastic service to potential and active candidates via all communication mediums (telephone, email, social media and face-to-face)
- Co-ordinate logistics required to provide responsive sifting and interview availability
- Deliver telephone sift interviews as required
- Support the delivery of interviews and assessment centres as required
- Provide a dedicated point of contact for candidates throughout the recruitment process to provide information, support and guidance throughout the recruitment experience
- Provide dedicated support to candidates who are successful at interview throughout the offer, pre-employment check and new starter process
- Deliver new starter check-ins at agreed dates throughout the first year of employment
- Develop and maintain a candidate pool for future vacancies (Keep Warm list)
- Work with recruiting managers across the directorates to ensure satisfaction with the recruitment team service and results
- Ensure that all recruiting managers are trained and equipped to embed revised/new processes as they are developed
- Attend careers and job fayres and Open Days as required
- Produce promotional literature to ensure recruitment advertising is kept fresh and accessible to all potential candidates, in consultation with the Content and Marketing Team
- Develop effective relationships with the service to promote working for Worcestershire

- Develop relationships with HR Client Manager, Content and Marketing team and the Council's HR provider to ensure that all stakeholders are engaged and that all stages of the recruitment process are working effectively
- Maintain management information systems and produce regular (weekly) reports for key stakeholders
- Develop networks across other local authorities to maintain a market position for Worcestershire in respect of recruitment
- To undertake interviewing (including exit) and support other stages of the recruitment process as required

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, HR staff, Managers & staff across all directorates, Project Staff

External: Provider of WCC HR Transactional Services, Recruitment Suppliers, West Midlands Employers, customers, members of the public, volunteers, candidates, other local authorities, event organisers, colleges, third sector partners, technology partners for web design etc

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.

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