

PERSON SPECIFICATION

Job Title: Recruitment Coordinator
Directorate & Section/Unit: HR, Digital & Comms
Salary Grade: Scale 5

EXPERIENCE: (Of delivering outcome/objectives/service improvements etc, not just time served)

- Substantial experience of working within a fast-paced environment
- Substantial experience of supporting customer facing practices (e.g. recruitment, training, HR advisory or dealing with HR matters)
- Experience of best practice recruitment processes and practices
- Proven experience of providing excellent customer service with members of the public
- Considerable experience of working effectively with internal customers, stakeholders and external suppliers
- Significant experience of maintaining records on behalf of a service
- Experience of providing advice and guidance to internal customers
- Experience of working within a project environment, able to plan, schedule, review objectives vs deliverables
- Experience of extracting, collating and presenting financial and statistical information

It is **desirable** that the post holder has:

- Not applicable

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Evidence of delivering outstanding customer focus
- Ability to think creatively and adopt a flexible approach to service development.
- Evidence of excellent influencing skills at all levels.
- Excellent written and verbal communication skills including the ability to present information to a variety of audiences and confidence in using the telephone
- Proven ability to work co-operatively and flexibly to meet deadlines
- High level of self-motivation with ability to plan and manage workload, work to targets and effectively monitor and evaluate performance
- Good organisational and planning and time management skills
- Ability to engage & motivate customers
- Demonstrable ability to start and finish projects, programmes and plans.
- Proven ability to work on own initiative
- Evidence of good analytical skills, including the use of Excel to produce statistical data
- Ability to understand and act on a variety of instructions
- Ability to work to deadlines and within defined quality standards
- Ability to deal sensitively and appropriately with confidential information

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- Level 4 qualification (e.g. OND or equivalent in Public administration) or equivalent compensatory experience.

- Evidence of continuing professional development

It is **desirable** that the post holder is:

- Member of the Chartered Institute of Personnel Development

ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- A commitment to equal opportunities, anti-discriminatory and anti-oppressive practice
- A commitment to training and professional development
- Ability to travel throughout the County
- Ability to work outside normal office hours.
- Integrity and respect for confidentiality
- Commitment to work as part of a team

Author: R Windsor/Vicky Blainey

Date: 3 Oct 2016

Date of grading confirmation: