

## Job Description

<b>Job Title</b>	Senior Recruitment Officer
<b>Directorate</b>	Strategy and Change
<b>Service Area</b>	People & Organisational Culture
<b>Grade</b>	6
<b>Competency Level</b>	1
<b>Salary</b>	£33,024 – 37,336
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Applicable
<b>Job Evaluation Ref No</b>	A8219

## Job Purpose

Provide recruitment advice, guidance and support to applicants and managers in accordance with Council policies and procedures, employment legislation, and HR established best practice.

To support with co-ordinating team resources ensuring all advisory and technical aspects of the recruitment service are maintained so as to deliver a modern, high-quality service to external applicants and recruiting managers.

### **Directly Responsible For:**

Not Applicable

### **Directly Responsible To:**

Recruitment Lead

### **Main Areas of Responsibility:**

- To provide advice, guidance and support on all aspects of the Council's recruitment and selection policies and procedures (including the disclosure processes) to ensure that employees are recruited fairly and openly in accordance with policies
- Responsible to co-ordinate daily activities of Recruitment Officers and prioritise workloads to ensure the delivery of a high quality, responsive and efficient recruitment service
- To ensure all vacancies are advertised to a professional standard and in line with corporate best practise
- Providing advice and guidance and support to ensure vacancies are advertised through appropriate channels such as social media, with partner agencies and external professional websites and publications
- To represent the Council at job fairs and employment events promoting opportunities to a diverse range of candidates
- Facilitate an efficient recruitment process, using system-based workflow, ensuring that recruiting managers and shortlisted applicants complete interview / assessment processes in a timely and structured manner, compliant with employment legislation and Council policy
- Where required provide advice, guidance and support with shortlisting candidates

- Process contractual documentation for new appointments (offer letter / appointment letter, Written Statement of Particulars, and other relevant contractual documentation) within the scope of employment legislation, pension regulations, and Council policy
- Competently operate and be able to advice on the use of internal recruitment and applicant tracking systems and the HR/Payroll systems
- Ensure that all systems are up to date, auditable, and relevant data / documentation is processed and stored in line with work protocols
- Support in the administration of executive (senior) recruitment exercises
- Provide advice, guidance and support for hiring managers in the use of third-party Agency Worker acquisition system and ensuring adherence to processes
- Provide oversight, advice and guidance on the redeployment of staff
- Facilitate, review and verify eligibility to work documentation, references, Disclosure and Barring Service (DBS) applications, international vetting and medical screening documentation in a timely and efficient manner for new employees / workers
- To manage and process all security / identity checks, at all levels throughout the organisation, using available on-line systems, adhering to current legislative requirements
- Support projects, deploying recruitment and resourcing expertise as required, to ensure that large projects are delivered efficiently and effectively (e.g. restructuring exercises, agency to perm conversions)
- Assist in the provision and maintenance of high quality and relevant HR information and advice to the recruitment portal and intranet site
- Carry out analytics and metrics on behalf of People and Organisational Culture as and when required
- Ensure the team maintains the appropriate standards of professional practice and confidentiality at all times

- To support Business Partners and Assistant Business Partners by carrying out transactional tasks as and when required
- Being fully accountable for managing the council's resources well, this includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- This post is a combination of office work and field work. It will involve sitting for long periods of time and a requirement to travel to meet service needs

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Evidence of attendance at appropriate HR or payroll training programme/qualification or equivalent professional experience (A)

## Experience

### Essential

- A successful track record of building effective relationships with managers, and employee representatives in a large and complex organisation (A,I,P)
- A good understanding of the end-to-end recruitment process, including the vetting and barring process, work visas and sponsorship (A,I)
- Experience in the use of applicant tracking or e-recruitment systems such as Lumesse Tribepad, SAP Success Factors or equivalent (A,I)
- Providing advice, support and guidance on matters of organisational policy and procedure and systems to staff, managers and colleagues (A,I)

## Skills/Abilities

### Essential

- Excellent organisation and time management skills with the ability to plan and organise self and others via systematic measures and processes to ensure that all targets and deadlines are met (A,I,P)
- Excellent communication skills with the ability to articulate information clearly both verbally and in writing to a range of audiences including job seekers, staff, and managers (A,I,P)
- Well-developed, proficient MS Office skills including Office Word, Outlook, Excel (A,I,P)

### Desirable

- Excellent interpersonal skills including the ability to establish and develop positive relationships with operational line managers, trade union representatives and staff
- Ability to influence managers and others in order to gain adherence and commitment to corporate standards, policies and procedures
- Ability to take ownership and develop practical and creative solutions to HR & payroll problems, in a consistent and timely manner
- Ability to demonstrate a professional, confident and 'can do' attitude
- Ability to produce and present accurate, clear and concise reports and management information orally and in writing



## Commitment

### Essential

- Commitment to working flexibly to ensure the achievement of business objectives (A)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council