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| **Recruitment & resourcing officer****SALARY GRADE: HBC5** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| The Efficiency, Resourcing and Recruitment Team are responsible for maintaining and innovating the recruitment processes to attract the best candidates as well as ensuring the process is compliant and safe. The Recruitment & Resourcing Officer acts as a first point of contact for managers and schools on their resourcing requirements providing guidance on the most appropriate options for their needs. More specific responsibilities include:* Advising managers and head teachers on all aspects of the Council’s recruitment and selection policies and procedures to ensure that employees are recruited fairly and openly in line with correct terms and conditions.
* Ensure the effective drafting of job advertisements and job profiles whilst providing guidance and support to ensure accuracy and compliance with employment legislation in alignment with the Council’s employer brand.
* Competently operate internal HR systems, manage job advertisements using the Applicant Tracking System, and where required facilitate distribution to social media channels / external professional websites.
* Identify shortlisting criteria for roles being recruited to, providing guidance to managers on the effective development of interview questions and facilitate the implementation of a variety of recruitment assessments (exercises, simulations and psychometric testing), to test candidates against role criteria.
* Facilitate an efficient recruitment process, ensuring that recruiting managers and shortlisted applicants complete interview / assessment processes in a compliant, timely and structured manner.
* Process contractual documentation for new appointments (offer letter / appointment letter, Written Statement of Particulars, and other relevant contractual documentation).
* Facilitate, review, and verify eligibility to work documentation, references, Disclosure and Barring Service (DBS) applications, and medical screening documentation for new employees / workers.
* Ensure that appropriate eligibility to work documentation and checks are in place for agency workers.
* Work on projects with other service areas, deploying recruitment and resourcing expertise as required.
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
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| About YouThe successful candidate will hold a recognised Chartered Institute of Personnel and Development Qualification (CIPD), or equivalent evidence of appropriate level of skills, HR knowledge and ability. In addition you will have: |
| * Experience of working in a Human Resources environment as well as in a technical administrative nature dealing with members of the public, managers, employees, and external agencies.
* Proficiency in electronic document management systems and integrated HR/payroll software systems
* Experience of organising and managing own workload to meet deadlines and delivering high levels of customer service through working in a customer focused operation.
* Knowledge of recruitment processes in a multi-function organisation including knowledge of key features of job advertisements, job descriptions and person specifications as well as interview and assessment techniques.
* Up to date working knowledge of employment legislation, applicable to resourcing, recruitment, selection and issuing of employment contracts, along with working knowledge of employment practice in schools, and Agency Worker legislation.
* A team-based focus with the ability to work collaboratively with colleagues and managers to deliver team objectives whilst being able to demonstrate initiative and work independently.
* Ability to carry out work in a logical sequence and operate administrative systems and processes to organise your workload and prioritise tasks.
* Established interpersonal and communication skills (both verbal and written) and be numerate and literate with ability to draft effective letters.
* ICT skills, particularly accurate data input, manipulation and retrieval of data and be able to use Microsoft Office and web-based systems to draft, process, and publish information and data in electronic format

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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