**Sefton-Council-Logo**

**JOB DESCRIPTION**

**Department**: Corporate Personnel **Location:** Bootle, Merseyside

**Section:** HR Business Support

**Post:** Recruitment Adviser

**Grade: E**  **JE No.** 4459

**Responsible to:** Senior Recruitment Adviser

**Responsible for**: N/A

**Job Purpose**

To ensure that Recruitment Personnel records are accurately maintained, handling queries, and assisting the Recruitment function to achieve best practice.

The Recruitment Adviser is expected to take an active part in operational meetings to share ideas, develop initiatives and efficiencies in practice, and help maintain an excellent service.

**Main Duties**

1. Work as a team keeping the recruitment systems and e-bulk records up to date and accurate.

2. Carry out Quality Assurance checks ensuring work is delivered consistently and to the required standard and in line with agreed Key Recruitment Performance Indicators.

3. Assist senior officers to ensure all changes relating to establishment control records are logged and recorded in and timely manner in order that the staffing establishment of all council departments can be effectively maintained.

4. Assist senior officers in the processing and recording of staffing changes on the HR / Payroll systems within agreed timeframes and ensure employees are provided with all necessary written documentation and such documents are attached to employee personal files within the HR /Payroll system

4. Process data changes as required stemming from Quality Assurance reports from the Business Support Unit

5. Maintain a personal awareness of work deadlines and an understanding of the impact on service standards and outcomes.

6. Comply with all DPA/GDPR legislation and maintain confidentiality and security of sensitive data

7. Comply with current legislation, local policies, and best practice

8. Respond to internal and external Recruitment queries and promote good customer relations.

9. Support the drafting and development of local Recruitment procedures to support best practice

10. Maximise personal productivity and accuracy

11. Keep the Senior Officers informed on work progress particularly when deadlines are involved

12. Identify own training needs to the Senior Officers to ensure a full range of Recruitment work can be completed, helping to ensure the service continues to be resilient

**Organisation Chart**

Senior Recruitment Adviser

Recruitment Adviser

**General**

This job description is a representative document. Other reasonably similar duties maybe allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved equality policy in employment and copies are freely

available to all employees. The post holder will be expected to comply, observe and

promote the equality policies of the Council.

**Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as

appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

**Prepared by Name Karen Skelton**

**Date September 2025**

**PERSON SPECIFICATION**

Post: Recruitment Adviser

Department: Personnel Section: HR Business Support

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| --- | --- | --- |
| **Personal Attributes Required** | **Essential (E) or**  **Desirable (D)** | **Method of Assessment** |
| **Qualifications**  Numeracy and Literacy skills  ECDL or equivalent experience | E  D | C/AF  C/AF |
| **Experience** |  |  |
| * Experience of working in a team and managing own workload * Experience of quality assuring own work * Experience of working to deadlines and under time constraints | E  E  E | AF/I  AF/I  AF/I |
| * Experience of working in a customer focused environment * Experience of working in payroll operations | D  D | AF/I  D |
| * Experience of dealing with Midland iTrent or other computerised HR systems | D | AF/I |
| **Knowledge, Skills and Ability** |  |  |
| * An ability to deliver a high degree of accuracy and provide attention to detail. | E | AF/I |
| * Good written and verbal communication and interpersonal skills * Ability to establish effective working relationships * Ability to plan, organise and prioritise * Ability to think clearly and analytically * Excellent numeracy skills * Excellent computer and keyboard skills * Knowledge and understanding of confidentiality and the handling of sensitive data | E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
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| **Special Requirements**  The post holder may be expected, from time to time, to work overtime in the evenings or weekends | E | I |

**Assessment Methods Key:** AF – Application Form

C – Certificates

I – Interview

**Prepared by: Karen Skelton**

**Date: September 2025**