

## **ROLE DESCRIPTION**

|                                  |                                     |
|----------------------------------|-------------------------------------|
| <b>Job Title</b>                 | Recruitment Engagement Co-ordinator |
| <b>Salary Band</b>               | SCP 27-32                           |
| <b>Reporting to</b>              | Recruitment and Talent Hub Lead     |
| <b>Directorate</b>               | Resources                           |
| <b>Service Area and sub area</b> | Corporate Development               |
| <b>Team</b>                      | Recruitment and Talent Hub          |
| <b>Political Restriction</b>     | No                                  |

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| <b>1. Primary Purpose of the Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>This post is responsible for developing, delivering and monitoring a range of recruitment engagement activities to attract talent and enhance the diversity of our workforce, aligned to the organisation's ambition to become an employer of choice.</p> <p>The Recruitment and Engagement Coordinator will plan, map and actively participate in a wide range of activities, interacting with local community groups to facilitate the matching of local talent with potential career opportunities within the Combined Authority.</p> <p>Responsible for building relationships with stakeholders and professional leads from different organisations to promote diversity and the recruitment of 'local people'</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>2. Your responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>• Develop and implement creative and inclusive recruitment and talent engagement activities to attract talented candidates, improve diversity of applicants against all protected characteristics and increase awareness of the LCRCA as an employer of choice.</li> <li>• To identify and build partnership with a range of key stakeholder groups across the region to promote the Liverpool City Region Combined Authority as an employer of choice.</li> <li>• Support the implementation of best practice in talent attraction and engagement practices, giving consideration to job market trends to support the development of recruitment processes and procedures</li> <li>• Work in partnership with the Recruitment Marketing Lead to support the development of employer branding initiatives to enhance our reputation as an employer of choice</li> <li>• Review recruitment and selection methods to ensure the Combined Authority is enabling an inclusive and accessible candidate experience</li> <li>• Introduce innovative initiatives to strengthen employer brand to expand and diversity talent pools.</li> <li>• Use data and insights from engagement opportunities to inform decision making and measure success of engagement activity</li> </ul> |

- Responsible for compiling recruitment and applicant data reports to monitor application activity across protected characteristics and produce any trend analysis across directorates and service areas.
- Create a calendar of external stakeholder and career events, providing opportunities for collaboration with different organisations.
- To attend external events to generate engagement with prospective candidates and promote LCRCA employer brand.
- Establish and maintain relationships with education institutions, community organisations, and other relevant stakeholders and organisations to enhance recruitment pipeline.
- Provide guidance and support to potential candidates, providing insights into the Combined Authority and the recruitment process
- Develop processes to build long term relationships with appointable candidates and exploring opportunities for future talent pools

### **3. General Corporate Responsibilities**

- Participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.
- Ensure the development, provision and analysis of high-quality management information and documentation that is timely, accurate and meaningful.
- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- To actively champion and communicate a clear understanding of the LCRCA equality, diversity and inclusion commitments internally and externally.
- To adhere to LCRCA policy and procedure guidelines in all areas including Health and Safety
- To carry out such other duties as may be directed, commensurate with the grading of the post.

### **4. Recruitment Plan**

Competency Based Interview  
Assessment

## PERSON SPECIFICATION

**Service Area:** Recruitment & Talent Hub

**Job Title:** Recruitment Engagement Coordinator

| Criteria                                                                                                                                                            |                                |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|
| Qualifications and Training                                                                                                                                         | E = Essential<br>D = Desirable | Identified By |
| Qualification in relevant subject area; Human resources, Business Administration, Marketing, communications or related field.<br>OR<br>Proven Equivalent experience | E                              | Application   |

| Experience and knowledge                                                                                                                                         | E = Essential<br>D = Desirable | Identified By |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|
| Experience of developing and designing community or recruitment engagement activities                                                                            | E                              | A, I          |
| Experience of monitoring data and producing reports                                                                                                              | E                              | A, I          |
| Experience of developing maintaining positive professional relationships Stakeholder relationships                                                               | E                              | A, I          |
| Experience of planning, promoting and supporting events (in person and virtual)                                                                                  | E                              | A, I          |
| Experience of producing process, procedure and guidance documents                                                                                                | E                              | A, I          |
| Knowledge of using evidence to help inform recruitment processes and procedures                                                                                  | E                              | A, I          |
| A demonstrable commitment to the principles of diversity and inclusion and their practical application and integration into recruitment processes and procedures | E                              | A, I          |
| Knowledge of Visa and Immigration systems and processes                                                                                                          | D                              | A, I          |
| Knowledge of GDPR related to recruitment and candidate data handling                                                                                             | D                              | A, I          |
| Knowledge of preparing and producing podcasts, video guides or webinars                                                                                          | D                              | A, I          |

| Skills and abilities                                                                                                         | E = Essential<br>D = Desirable | Identified By |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|
| Proven organisation skills with the ability to manage multiple deadlines                                                     | E                              | A, I          |
| Excellent communication skills with the ability to understand communication style and techniques across different audiences. | E                              | A, I          |



|                                                                                                                           |          |             |
|---------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| Ability to think creatively and propose ideas to support the improvement and quality of recruitment and selection methods | <b>E</b> | <b>A, I</b> |
|---------------------------------------------------------------------------------------------------------------------------|----------|-------------|

| <b>Personal Attributes</b>                                                                                    | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------|
| Self-motivated, results oriented and with a 'can do attitude'                                                 | <b>E</b>                               | <b>A, I</b>          |
| Demonstrate evidence of continuous improvement both in terms of service provided and professional development | <b>E</b>                               | <b>A, I</b>          |
| Demonstrable delivery of exceptional standards of customer service                                            | <b>E</b>                               | <b>A, I</b>          |

| <b>Core Behavioural Competencies</b>                                                                           | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------|
| An understanding of and personal commitment to the vision and aims of Liverpool City Region Combined Authority | <b>E</b>                               | <b>A, I</b>          |
| Conduct role with integrity and lead by example                                                                | <b>E</b>                               | <b>A, I</b>          |
| Willingness to work flexibly, as and when required                                                             | <b>E</b>                               | <b>A, I</b>          |

### Key to Assessment Methods:

|  |                 |               |  |
|--|-----------------|---------------|--|
|  | A - Application | I – Interview |  |
|--|-----------------|---------------|--|