



Job description			
Job title	Human Resources Assistant [Recruitment]		
Grade	E		
Directorate	Resources		
Service/team	Human Resources		
Accountable to	HR Supervisor		
Responsible for	Not Applicable		
JE Reference		Date Reviewed	May 2025

Purpose of the Job

You will be responsible for providing a high quality, pro-active and customer focused recruitment service for all new starters to KMBC. This role will assist and actively support the full recruitment cycle, liaising with new employees, recruiting managers and other key stakeholders to maximise the efficiency and effectiveness of the recruitment and new starter processes.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Act as a point of contact for the Recruiting Manager and candidates by providing administrative support throughout the recruitment process, ensuring adherence to policies and procedures.
- Assist Recruitment Officers in ensuring that roles are advertised in a way that is attractive to applicants, liaising with the communications team to post job advertisements on appropriate platforms, ensuring roles are advertised in compliance with UKVI requirements when necessary.
- Provide guidance to recruiting managers on the use of the Applicant Tracking System, assisting with data entry and ensuring accurate record-keeping.
- Assist in coordinating pre-employment checks, including references, DBS checks, and right to work verifications, ensuring compliance with regulatory requirements.



- Support candidates throughout the recruitment process by providing timely communication and assistance, ensuring a positive experience.
- Assist in the onboarding process by preparing offer letters, processing new starter payroll information, and coordinating induction schedules.
- Support the delivery of induction sessions, ensuring new employees receive the necessary information and resources.
- Maintain recruitment systems, including inputting new starter information into the Live Oracle HCM system, ensuring data accuracy and compliance with audit requirements.
- Assist in updating the recruitment section of the organisation's intranet, ensuring content is current and reflective of policies and procedures.
- Support the identification and implementation of improvements to recruitment processes, contributing to best practices.
- Manage assigned tasks in accordance with key performance indicators, schedules, and deadlines, escalating issues as appropriate.
- Assist in organising and participating in assessment centres, career events, and volume recruitment events as required.
- Monitor the recruitment mailbox Assist with the monitoring and distribution of work that comes into the appropriate recruitment mailbox.
- Assist other areas of HR with grade-appropriate work as required, providing administrative support as needed.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.