

JOB DESCRIPTION

Post Title:	HR Assistant (Recruitment)	Director/Service/Sector	Human Resources & OD	Office Use
Band:	4	Workplace:		JE ref: 3371 HRMS ref:
Responsible to:	HR Advisor (Recruitment)	Date:	March 2018	Manager Level:
Job Purpose: To undertake specified administrative activities and processes so that the functions of the work area are progressed efficiently and effectively, and are within agreed timescales and according to defined procedures				
Resources	Staff	None – some training of new employees		
	Finance	None		
	Physical	Office equipment		
	Clients	Service managers, existing and prospective employees of the Council		
Duties and key result areas: <ol style="list-style-type: none"> 1. Administer the entire recruitment process with the aid of the electronic recruitment system 2. Provide advice and guidance and, when required, training, coaching and support to appointing managers on the use of recruitment systems and processes 3. To maintain a good knowledge of recruitment best practice, including safer recruitment and developments in systems, advertising methods etc and contribute to the ongoing review of recruitment practice, policy/procedures and guidance 4. To verify and advise recruiting manager on pre-employment information including qualification equivalence, right to work status, registration status, professional registration, reference information & medical clearance 5. Act as a point of contact for recruitment queries from prospective applicants. 6. As required, engage with applicants to aid in the completion and submission of paperwork required for recruitment and employment 7. Verify previous continuous service for the preferred candidate's accrued entitlements by researching information held internally and seeking information from external organisations 8. Create, amend and maintain electronic personal files 9. To be familiar with HR policies, procedures and guidance so as to provide accurate and up to date information and ensure compliance. 10. Maintain accurate documentation and records of all recruitment related activities 11. To manage the 'at risk' and pay protection vacancy matching process and administer the vacancy approval process 12. Monitor Appointing Officers' use of the recruitment process and input as necessary 13. To administer and issue accurate contracts of employment and change letters. 14. Production of correspondence relating to employees including casual and temporary appointments, probationary and induction periods. Monitor and review casual and temporary / fixed term appointments to ensure that minimum statutory and policy requirements are being met. 15. Assist in ensuring the preparation, production and processing of all documentation relating to the recruitment and selection process. Ensure letters of appointment and statements of particulars are issued in accordance with statutory requirements and all pre employment checks are carried out. 16. Respond to non routine and complex enquiries, both oral and/or in writing from a wide range of contacts, using judgement in forming responses so that advice on the area of work dealt with by the recruitment team is consistently given in accordance with agreed policies and statutory legislation and within defined procedures. 17. To assist with the preparation of various staffing reports and recruitment information for both internal and external use. 18. Instruct and train new staff in order to ensure that they are competent to undertake the required tasks commensurate with the principle responsibilities of their jobs 19. Assist managers in the preparation and coordination of assessment centres 				
Work Arrangements				
Transport requirements:		None		

Working patterns: Working conditions:	Flexible
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Northumberland County Council
PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> Educated to Level 2 standard or equivalent. Good general level of education (GCSE at grade C for example) demonstrating numeracy and literacy Willingness to undertake Foundation Certificate (Level 3) in Human Resource Practice (CHRP) 	<ul style="list-style-type: none"> Foundation Certificate (Level 3) in Human Resource Practice (CHRP) 	
Experience		
<p>It is likely that the following range and depth of experience will require recent and relevant experience in a HR or recruitment setting.</p> <ul style="list-style-type: none"> Experience of working with HR systems Experience of using social media as a means of recruitment advertising Evidence of working in a customer oriented service area. Experience of providing recruitment related HR advice and support to managers and employees. Experience of supporting change and revised procedures resulting from legislative and other changes 	<ul style="list-style-type: none"> Experience in a local authority or other public sector recruitment setting, preferably involving direct contact with a wide range of customers including schools. 	
Skills and competencies		
<ul style="list-style-type: none"> Knowledge in key areas such as conditions of service, DBS procedures, contracts legislation, GDPR (previously DPA), and customer service delivery. Good working knowledge of HR and recruitment related policies, administrative practices and procedures. Well developed team working skills Good communication and presentation skills. Analytical and problem solving skills. 		
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Ability to organise and prioritise workloads and work under pressure and to deadlines and conflicting demands Able to deal confidently with a full range of requests and respond in a professional and courteous manner in sometimes difficult situations Ability to work to a strict timetable and to a high level of accuracy 		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits