

JOB DESCRIPTION

<u>Job Title</u>	Recruitment Administrator
<u>Reports to</u>	Recruitment Advisor
<u>Reporting staff</u>	None

Job Purpose

To execute all People recruitment functions, inclusive of pre-employment arrangements. To provide customer focussed People administrative support which includes supporting with the administration of the Workforce Planning function, induction, promotion processes and resolving recruitment and selection issues on a day to day basis. Support the wider people management arena by providing a comprehensive People service to managers and staff within the organisation.

Generic Responsibilities / Job Family

Admin Support

- To provide a wide range of administrative services which may include taking notes for meetings, diary / travel arrangements, attending to visitors, word processing and document production
- To be a point of contact for a Service function and provide appropriate and timely information and advice to callers
- To undertake project tasks or more specialised administrative work relating to a specific function or department
- To create, maintain and interrogate data systems, ensuring the integrity and safekeeping of all data

Specific Responsibilities

1	Provide People administration and support to line managers, people partners and all employees. Support the Recruitment Advisors to investigate and resolve a wide range of HR issues in a fair and consistent manner (e.g. liaising with stakeholders (including candidates) and dealing with queries relating to recruitment, induction and workforce planning)
2	Support the review and production of all People related documents (e.g. associated policies, templates, and recruitment guidance) to ensure they are fit for purpose on a regular basis
3	Support recruitment activities, including pre-employment checks, and the progression of job vacancies (external and internal), liaising with Recruitment Advisors and other stakeholders to ensure recruitment timelines are met e.g. supporting deadlines for attending different stages in recruitment processes
4	Support the delivery of a wide variety of recruitment and corporate induction tasks. This may include assisting in the delivery of wholtime recruitment, senior officer appointments, fire control (999 call operator) recruitment, promotions processes, corporate recruitment and on call recruitment activities and representing the Service at recruitment and career fairs
5	Proactively use a systems' thinking approach to ensure HR Systems are accurately maintained whilst supporting the implementation of recommendations for improvements to working practices
6	Support the development and maintenance of the E-Recruitment system to ensure it meets organisational needs. Support the production and updating of training manuals for staff and recruiting managers
7	Provide a wide range of HR administration and support to the recruitment functions (e.g. agency recruitment administration; raising purchase orders; checking invoices; arranging ability tests; creating MS forms, archiving documents; setting up meetings, taking minutes and updating relevant monitoring information)
8	Provide administrative support to HR related projects associated with workforce planning, recruitment and promotion processes