

JOB DESCRIPTION

<u>Job Title</u>	Firefighter Recruitment Officer
<u>Reports to</u>	Recruitment Manager
<u>Reporting staff</u>	Recruitment Advisor (x3) Recruitment Administrator

Job Purpose

To co-ordinate and implement operational and control recruitment aligning to workforce planning strategies, in conjunction with People Partners, the wider People team, and service delivery. This includes aligning and resourcing future recruitment processes to the 4 year resource plan and linking the data to the HR management information systems. Working with other recruitment and workforce planning Officers, the post holder will have shared responsibility for managing future workforce planning needs and arrangements, including all recruitment plans and processes, and the co-ordination of induction, probation and promotion activities.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

Specific Responsibilities

1	Establish, implement and maintain systems, workflows and procedures for Operational Resourcing to align to Workforce and Succession Planning, and other associated procedures, with links to other People teams, to ensure system and documentation updates are provided.
2	Manage, advise on and co-ordinate future workforce planning arrangements for the Service, including recruitment plans such as on call recruitment, wholetime recruitment, senior officer appointments, fire control (999 call operator) recruitment and promotions. Manage the facilitation by supporting managers and People Partners and ensuring support is provided to them by the Recruitment team.
3	Act as the specialist on all matters related to operational and control recruitment and selection, and promotions, providing specialist knowledge, advice and support to managers. Maintain an up-to-date knowledge of relevant employment legislation and ensure appropriate implementation of vetting/background checks and safer recruitment.
4	Support with influencing decision makers on operational resourcing requirements and policy changes to elevate future workforce planning issues, which could range from future plans for recruitment relating to staffing/predicted succession plans, to influencing policy and procedures on areas that need unblocking/altering (e.g. restrictive policies in practice - arrangements for day crewing systems).
5	Manage and maintain the effective provision of the Service's Corporate Induction programme ensuring it is a positive, structured and supportive method of introducing new staff members to the Service.
6	Provide innovative solutions and look at new ways of working to take the organisation forward, e.g. researching best practice and engaging with key stakeholders to review practices and support workforce planning, recruitment and promotions arrangements so that they are future focused.
7	Support the Recruitment Manager with project work to develop recruitment practices for different groups of staff e.g. for On-Call recruitment, Wholetime recruitment, specific high-level posts, transfer requests and procedural updates. Work with the Equality, Diversity and Inclusion team and Service Delivery to develop practices to support with increasing the diversity of the workforce.
8	In liaison with the HR Systems and Project Officer, ensure that the systems used by the team are used effectively, with issues resolved, to meet organisational needs and that systems are interrogated as required to provide reports and information for Service performance management purposes.
9	Act as a flexible resource to support officer resilience, providing cover across the team and adapting to changing priorities where required.