

## Resourcing Officer

### PS Band 5

#### Main purpose

The purpose of this role is to support services across North Northamptonshire Council with operational resourcing.

The post holder will coordinate and implement a variety of recruitment activities to that promote North Northamptonshire Council as an employer of choice within Northamptonshire and ensure a positive and smooth onboarding process for successful candidates.

#### Accountable to:

The Resourcing Coordinator is accountable to the Workforce, Policy and Projects specialist.

#### Main Accountabilities:

1. Working with the Workforce, Policy and Projects specialist to deliver the council's resourcing and talent pipeline strategy and plan at an operational level.
2. Organise and attend recruitment events, job fairs, careers events at local schools, colleges and universities, and at other venues around the county.
3. Supporting hiring managers with the advertising vacancies and posting on job boards, social media and other targeted routes.
4. Provide timely advice and support to hiring managers on screening, shortlisting, interview formats, pre-employment checks and other queries related to ensure the recruitment and onboarding process is as efficient as possible and the candidate experience is a positive one.
5. Keeping in regular touch with applicants and hiring manager to update on progress.
6. Creating and maintaining a talent pool of candidates.
7. Link with external organisations (local schools and colleges /Job Centres/ [National Careers Service](#)/ [Access to Work](#)/ [Forces Employment Charity](#) to maximise opportunities to recruit from a diverse range of sources.
8. Collating recruitment MI; providing monthly updates to the wider organisation on recruitment including number and types of vacancies, numbers of applications received, number of appointments made and evidencing the effectiveness of particular campaigns and activities.
9. Undertake onboarding and exit interviews, collating and reporting on data and trends to Workforce Policy and Projects Specialist, and using this to recommend and make service improvements.
10. Serve as the point of contact for candidates, hiring managers, and other stakeholders throughout the recruitment process.
11. Support the administration of the council's recruitment and agency approval process and ensure the accurate recording the use of temporary workers/agency workers.
12. Contribute to the continuous improvement of recruitment and resourcing processes, providing feedback on areas for enhancement and ensuring that recruitment processes align with NNC values and behaviours and best practice.

13. Support allocated corporate and team-based HR project work.

14. **Equality, Diversity and Inclusion** - Create and promote inclusive environments and practices where employees can be themselves, are valued for their differences, and be supported to work at their best.

15. **Health and Safety and Risk Management** - Ensure that a safe and healthy working environment is maintained. Ensure that risks are identified and action is taken to reduce these.

16. **Data Protection and GDPR** - Ensure Data Protection and GDPR legislation is understood and adhered to in respect of all working practices.

17. Undertake other such duties of a similar nature which fall within the scope of the post, and which may be required from time to time.

## Person Specification

The requirements for the Resourcing Coordinator role are outlined below:

### ***Essential***

- Educated to A Level standard or equivalent
- Demonstrable experience of working in a similar role.
- Hold a professional qualification – CIPD level 5 or Recruitment Diploma.
- Evidence of continuous professional development in the area of resourcing.

### **Experience and Knowledge**

#### ***Essential***

- Proven experience of working within a busy HR or resourcing environment delivering support to stakeholders
- Experience of recruiting utilising both online and offline attraction methods.
- Sound experience of using data effectively to provide useful management information and ability to interrogate and present data using Microsoft Excel.
- Sound knowledge of employment legislation.
- Demonstrable understanding and experience of resourcing processes and practices.
- Understanding of GDPR legislation and the importance to this role.

### **Ability and skills**

#### ***Essential***

- Excellent communication skills - both verbally and in writing.
- Shows an understanding of customer's needs and takes appropriate action to meet their requirements and manage expectations.
- Able to demonstrate accuracy and attention to detail in all aspects of work.
- Is able to work effectively in changing work environments and in the face of conflicting priorities. Ability to plan and prioritise workload whilst maintain standards and meeting deadlines.
- Recognises individual responsibility to contribute to the effective working of the team.
- Ability and confidence to be self-reliant and work from varying locations using available technology effectively, without heavy reliance on supervision.
- Uses own initiative to plan and complete tasks to meet deadlines and targets.
- Awareness, understanding and commitment of equal opportunities, diversity and inclusion.

The post will require travel between North Northamptonshire Council Offices as required