Resourcing Assistant

BA Band 2

Main purpose

The Resourcing Administrator is responsible for supporting the recruitment and resourcing functions of the organization. This includes assisting with the hiring process, maintaining accurate records, coordinating interviews, and ensuring a smooth and efficient recruitment experience for candidates and hiring managers

Accountable to:
The Workforce, Policy and Projects specialist.

Main Accountabilities:

1.   To manage the recruitment and careers inbox, dealing with a range of enquiries from both applicants and hiring managers and facilitating prompt resolutions for queries.

2.   Maintain job boards and ensure accurate job descriptions and postings.

3.   Keep accurate records of recruitment documentation, contracts, and other onboarding documentation, ensuring these are placed securely on electronic personnel files.

4.   Provide comprehensive administrative support to the onboarding of new hires, including organising and collating 'new starter' questionnaires and surveys and collating this information to inform recommendations for service improvements in user experience.

5.   Support the Resourcing Coordinator posting job advertisements via the job board aggregator, ensuring accurate wording of job descriptions and postings.

6.   Track and collate recruitment metrics (e.g., time-to-fill, cost-per-hire, and candidate source) and assist with the preparation of recruitment reports and updates for management.

7.   Ensure compliance with company policies and procedures throughout the recruitment process, including administrative support to the council's staffing approval panel and other agreed panels as required.

8.   Support managers to maintain an accurate establishment, advising on vacant posts and supporting the logging of temporary agency staff and new starters on the ERP system.

9.   Provide a high level of customer service to both candidates and internal stakeholders, maintaining professionalism and confidentiality throughout the recruitment process to ensure a positive user experience.

10.   Support resourcing and HR teams with ad hoc projects as required.

11. **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.

12. **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.

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

14. 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 Assistant role are outlined below:

Essential

Education and Qualifications

- Good general level of education with minimum GCSE C or equivalent in English and Maths, or equivalent.

Desirable
- Hold or be working towards a CIPD qualification/business administration qualification or equivalent.
- Microsoft Excel qualification at intermediate or advanced level.

Essential

Experience and Knowledge
- Experience of supporting recruitment processes.
- Strong experience of using IT software including Excel, Word & other Microsoft programmes.
- Experience of providing support to peers and other team members.
- Experience of working in a busy office environment.
- Knowledge of Human Resources policies and procedures.
- Knowledge of basic employment law – right to work and right to remain legislation

Ability and skills

- Well-developed interpersonal skills and the ability to deal with customers and colleagues at all levels.
- Good verbal and written skills.
- Ability to build relationships with colleagues across the business.
- Able to show initiative and actively solve operational problems and to resolve queries.

- Excellent organisational skills including ability to absorb new information quickly, manage time and prioritise effectively, including management of your own workload.
- Demonstrate accuracy and attention to detail.
- Ability to work effectively as part of a team
- Working in an agile, flexible way, capable of utilising technology to deliver business-focused solutions.
- Able to work independently and on own initiative within specified guidelines or processes.
- Ability to suggest improvements to existing systems and processes.
- Skilled in the use of Microsoft Excel and Microsoft Word packages.
- Ability to work appropriately with confidential and sensitive information.
- Able to work well under pressure and work in a fast-paced environment.

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