

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

International Recruitment Liaison Officer

Commissioning and Performance, People Service

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

West Northants is committed to ensuring that all Adult Social Care Services within its boundary are following ethical recruitment practices for international recruits. The post holder will provide expert, professional HR advice to internal and external stakeholders in relation to international recruitment within Adult Social Care.

The post holder will be responsible for maintaining and analysing databases, producing reports and identifying trends, issues and risks to the adult social care market and the Council. They will be the International Recruitment Lead for the Commissioning and Performance team feeding into wider regional and national strategy groups.

Accountable to:

The International Recruitment Liaison Officer is accountable to the Market Development Officer within the Strategic Commissioning Team. This is part of the Commissioning and Performance Team, within the Peoples Directorate of West Northamptonshire Council.

Responsibilities:

1. To provide professional HR advice and guidance to WNC Managers and Adult Social Care providers on International Recruitment issues, identifying and assessing risk to enable appropriate escalation of more complex issues to the Service Manager.
2. Complete compliance visits to adult social care providers to assure the Council that employers are operating within the requirements of the Certificate of Sponsorship, Home Office and legislative requirements. The post holder will be responsible for developing, implementing and monitoring action plans to support improvement and compliance.
3. Lead on the development and maintenance of a risk-based database of local providers utilising a range of regional and local resources and information. The post holder will be responsible for developing processes and reporting structures from across the People Directorate to inform the level of risk and to gather intelligence on the local market.
4. As the International Recruitment lead, build effective relationships with internal and external stakeholders locally and nationally, encouraging open and transparent lines of communication and intelligence sharing to support risk mitigation.
5. Provide expert and compassionate advice to internal and external managers and international recruits, ensuring they are able to maintain safe and compliant employment practices and working with regional and national leads to support this.
6. Lead on the identification and delivery of a variety of projects and activities to drive up improvement in local recruitment practice and compliance. Using existing and new engagement forums to share best practice and support engagement of external stakeholders.

7. Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
8. Demonstrate awareness/understanding of other people's behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the service.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Strong communication, collaboration and interpersonal skills with the ability to communicate effectively, verbally and in writing, with a variety of audiences.	Essential	A, I
Ability to contribute effectively and lead conversations in both 1:1 and large group settings to a variety of professionals. Including presenting data and presentations.	Essential	A, I
Strong analytical and problem solving skills, ability to interpret data, analyse trends and present statistical information.	Essential	A, I
The confidence to challenge organisational practices and individual behaviours as appropriate.	Essential	A, I
Able to demonstrate accuracy and attention to detail in all aspects of work.	Essential	A, I
Is able to work effectively in changing work environments and in the face of conflicting priorities. Ability to plan and prioritise workload whilst maintaining standards and meeting deadlines.	Essential	A, I
Effective organisational and time management skills coupled with the ability to work practically and logically in a fast paced, changing environment, responding to unplanned work requests.	Essential	A, I
Able to handle sensitive and confidential information appropriately.	Essential	A, I
Ability and confidence to be self-reliant and work from varying locations using available technology effectively, without heavy reliance on supervision.	Essential	A, I
Ability to build relationships with others quickly and establish a rapport in difficult situations.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Demonstrate sound knowledge of employment legislation, including in relation to international recruitment	Essential	A, I
Experience of working in recruitment or HR	Essential	A, I
Good understanding of IR processes and practices	Essential	A, I
Awareness, understanding and commitment to ensuring ethical International Recruitment Practices	Essential	A, I
Understanding of Safeguarding practices and responsibilities	Essential	A, I
Understanding of GDPR and the importance to this role	Essential	A, I
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience in Human Resources interpreting policies, procedures and legislation, with demonstrable employment law knowledge	Essential	A, I
Experience of developing, reviewing & implementing new policies and procedures that resulted in significant change	Essential	A, I
Experience or working in international recruitment or supporting International Recruits.	Desirable	A, I
Sound experience of using data effectively to provide useful management information and ability to interrogate and present data using Microsoft Excel.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to A Level or equivalent	Essential	A, I, D
CIPD Level 3 Qualification or demonstrable experience in a similar role	Essential	A, I, D
Educated to Degree level of CIPD Level 5 qualification	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	full time 37 hours	Primary work base:	One Angel Square
Job family band:	WNC Pay Grade 7	Worker type:	Part-flexible
Salary range:	£39,190 - £41,797	Budget responsibility:	None
People management Responsibility:	None		

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

