



Northamptonshire
Children's Trust

Job Description

Job Title: Recruitment Support Officer

POSCODE: NCT0026

Grade: NCT Grade G

Overall Purpose of Role

The primary purpose of the role is to provide effective support and advice for the efficient administration of a high quality, accurate and responsive recruitment function for hiring managers, employees and candidates, in accordance with local, statutory, legislative and contractual obligations.

Main Accountabilities

Main Accountabilities	
1	Support and administration of the complete recruitment process, utilising the relevant technologies to deliver a customer-focussed service.
2	Support hiring manager/employee/candidate enquiries regarding accessing and utilising the recruitment system.
3	Provide advice and guidance to hiring managers/employees/candidates/colleagues on the recruitment process by signposting to all relevant policies, procedures and practices.
4	Take responsibility for proactively managing the progression of any recruitment roles/activity that have been allocated to you, highlighting any delays/issues with the appropriate hiring manager.
5	Disclosure and Barring Service (DBS) counter-signatory responsibility.
6	Build and maintain effective working relationships with hiring managers, key stakeholders and colleagues.
7	Provide support to the on-going development of recruitment systems and procedures to ensure statutory compliance and contribute to continuous service improvements.
9	Apply and adhere to all NCT, contractual and statutory legislation and policies and procedures governing recruitment and the processing of DBS checks, including GDPR and ICT. This includes providing information to support statutory audits, inspections and management requirements.
10	To provide a confidential service to managers by minuting of interviews and hearings of employee relations cases.
12	Provide business support for the wider service on occasions when there is a significant need.
13	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
14	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
GCSE or Equivalent	GCSE Grade C/level 4/NVQ Level 2 in English and Maths or equivalent numeracy and literacy skills	Essential

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
	Knowledge and experience of working in a recruitment setting	Essential
	Experience of working with and using an online recruitment system	Desirable
	Experience of working within a business support capacity	Essential
Skills:		
	Accuracy and attention to detail	Essential
	Proficiency in MS Office packages, particularly MS Word and MS Excel	Essential
	Excellent communication skills	Essential
	Ability to work as a member of a team	Essential
	Ability to work remotely and with limited supervision	Essential
	Clear and accurate minute taking	Desirable
Experience:		
	Experience of working in an administration / business support / office support role	Essential
	Working with applicant tracking systems (ATS) / other recruitment system / HR system	Desirable
	Working in an HR / recruitment environment	Desirable
	Experience of taking accurate minutes	Desirable
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's	Essential

	behaviour, physical, social and welfare needs	
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What DBS Level is required for this post?

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed

Flexible

Field

Home