

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Talent Acquisition Officer

HR, Resources Directorate

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.



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Purpose and impact:

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

The post holder will implement a variety of recruitment activities to promote West Northamptonshire Council as an employer of choice within Northamptonshire and in doing so attract individuals wanting to work in the sector, to become new and successful employees, enhancing the service provided to customers.

Accountable to:

The Talent Acquisition Officer is accountable to the Talent Acquisition Manager.

Responsibilities:

1. Work closely with the Senior TA Officer and the TA Manager to deliver recruitment strategy at an operational level.
2. Attend recruitment events e.g. job fairs, careers events at schools, colleges and universities, and also at other venues to showcase careers with WNC around the county.
3. First point of contact for applicants, ensuring our values are effectively communicated to potential employees.
4. Advertise vacancies on behalf of hiring managers on a range of online and offline platforms (for example job boards, social media and local advertising within communities).
5. Contact potential candidates via LinkedIn and Indeed to discuss opportunities within WNC and conduct initial screening calls.
6. Carry out longlisting of candidates on behalf of hiring managers, against the essential and desirable role criteria.
7. Support hiring managers with booking interviews, supporting with interviews if required and managing all associated administration.
8. Support the Recruitment and Compliance Assistants as required with pre-employment checks and onboarding for new starters, keeping in regular touch with applicants and hiring manager to update on progress.
9. Ensure the recruitment and onboarding process is timely, and as efficient as possible
10. Create and maintain a talent pool of candidates and bank staff pool where possible.
11. Link with external organisations such as Job Centres, the ICB and other organisations to maximise opportunities to recruit from a diverse range of sources.
12. Collate recruitment MI for the aligned directorate as required for the wider organisation including number and types of vacancies, numbers of applications received, number of appointments made and demonstrating by providing feedback the effectiveness of particular campaigns and activities.
13. Undertake exit interviews with leavers, collating and reporting on data and trends to Resourcing Lead / HR / Operational Managers.
14. Project Work: Undertake allocated corporate and team based HR project work, for example.
15. Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.

16. 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.
17. 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
Ability to communicate effectively both verbally and in writing.	Essential	A/I
Shows an understanding of customer's needs and takes appropriate action to meet their requirements and manage expectations.	Essential	A/I
Ability to demonstrate accuracy and attention to detail in all aspects of work.	Essential	A/I
Ability 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.	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
Recognises individual responsibility to contribute to the effective working of the team.	Essential	A/I
Uses own initiative to plan and complete tasks to meet deadlines and targets.	Essential	A/I
Awareness, understanding and commitment of equal opportunities and diversity.	Essential	A/I

Knowledge:	Essential / Desirable	Measured by
Sound knowledge of employment legislation.	Essential	A/I
Sound understanding and experience of resourcing processes and practices.	Essential	A/I
Understanding of GDPR and the importance to this role.	Essential	A/I
Understanding of Adult Social Care	Desirable	A/I

Relevant experience:	Essential / Desirable	Measured by
Demonstrable experience of working within a HR or resourcing environment delivering support to stakeholders	Essential	A/I
Evidence of continuous professional development in the area of recruitment/Talent Acquisition.	Essential	A/I
Experience of recruiting utilising both online and offline attraction methods.	Essential	A/I
Experience using the Tribepad ATS.	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
Demonstrable experience of working in a similar role.	Essential	A/I
Graduate level of education or holds a professional qualification (eg CIPD Level 3 or Recruitment)	Essential	A

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:

Job family & salary band:	Professional Support 6	Worker type:	Part-flexible
People management responsibility:	N/A	Budget responsibility:	N/A

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

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.

