



JOB PROFILE

POST TITLE:	Recruitment Assistant
GRADE:	C
DIRECTORATE:	Enabling Services
RESPONSIBLE TO:	Recruitment Supervisor
LOCATION:	Leek Wootton
JOB PURPOSE:	<p>To give routine guidance on Recruitment policies and procedures, terms and conditions of employment, Police Regulations and the Online Recruitment Portal in accordance with recruitment strategy to recruit suitably qualified police officers, police staff and Special constables in accordance with the workforce requirements.</p> <p>To provide a customer focussed HR recruitment Service in accordance with the recruitment strategy.</p>

MAIN RESPONSIBILITIES:

1. To provide guidance and support with routine recruitment escalating more complex issues to the HR Supervisor.
2. To process all aspects of recruitment vacancies ensuring accurate records and timescales are maintained, taking responsibility for more complex transactions.
3. To input, maintain, retrieve and present management information in a user friendly format via HR ORIGIN database and other associated systems including Applicant Tracking Systems.
4. Assisting in the preparation of, and attending internal and external recruitment events.
5. To support in the training and development of the Recruitment Assistants including apprentices.
6. To highlight service improvements and propose changes to business administration processes.
7. To work collaboratively with other HR colleagues to ensure the delivery of innovative, timely and cost effective people management policies,

procedures and practices which support the achievement of organisational aims and objectives.	
8. To support in the training and development of HR administrators including apprentices.	
9. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, including cover for colleagues, as required.	
Special Conditions:	Travel throughout Warwickshire
Security level:	RV

PERSON SPECIFICATION

Knowledge:

- 5 GCSEs, Grades A-C or equivalent including Maths and English.
- An understanding of basic employment legislation.

Experience:

- Experience of dealing with recruitment processes, conditions of employment and administering Applicant Tracking Systems.
- Experience of working as part of a team in a customer service environment.

Key Skills:

- Competent in the use of IT including a working knowledge of Microsoft Office products (Word, Excel and Outlook) and HR databases.
- Good verbal and written communication skills.
- Proven ability to manage high process driven workloads in accordance with strict deadlines.
- Ability to enter information accurately using appropriate IT systems.
- Ability to retrieve statistical information and present clearly and concisely.

BEHAVIOURS: PRACTITIONER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency are three levels that show what behaviours will look like

in practice.

This role requires the post holder to be operating at or working towards Level 1 of the CVF.

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