

Job Description and Person Specification

Recruitment Officer

A Lambeth to be proud of



Job Title: Recruitment Officer

Team: Employment Services

Division: Human Resources & Organisation Development

Business Unit: Resources

Grade: PO2

Reports to: Recruitment Manager

Responsible for: None

Context

The HR and Organisational Development function leads and enables organisational development, workforce strategy and change, delivering a strategic and digitally enabled people offer that advances equity and justice and supports the Council's priorities.

The function is structured across three interconnected areas:

- **HR Business Partnering and Employee Relations**
- **Employment Services**
- **Organisational Development and Inclusion**

These areas work together to provide an end-to-end people service, supporting organisational performance, workforce sustainability and consistent, high quality people management practice.

Job Purpose

To deliver high quality, efficient and inclusive recruitment support across the Council, ensuring the effective coordination and delivery of recruitment processes from advert to appointment.

Working under the direction of the Recruitment Manager, the role provides operational recruitment support to managers and services, ensuring recruitment activity is delivered in line with organisational policy, governance requirements and equity and justice commitments.

The postholder contributes to a positive candidate and manager experience, supports safer recruitment processes and helps embed consistent, inclusive recruitment practice across the organisation.

Key Areas of Responsibilities

Recruitment Delivery

- Coordinate end to end recruitment processes, supporting managers from advert through to appointment and onboarding
- Prepare and place job advertisements, manage applicant tracking and support shortlisting and interview arrangements
- Provide advice and guidance to managers on recruitment processes, documentation and requirements

Candidate and Hiring Manager Experience

- Act as a key point of contact for candidates and managers throughout the recruitment process
- Ensure recruitment activity is delivered in a timely, professional and customer focused way
- Support a positive candidate experience through clear communication and well managed processes

Safer Recruitment and Compliance

- Support safer recruitment processes, including right to work checks, references and DBS processes in line with policy and safeguarding requirements
- Ensure recruitment activity complies with employment legislation, data protection and organisational policies
- Maintain accurate and complete recruitment records and documentation

Inclusive Recruitment Practice

- Apply inclusive recruitment practices in day to day recruitment activity, supporting fair and accessible processes
- Support the implementation of inclusive recruitment approaches that promote equity and justice outcomes
- Work with colleagues to ensure recruitment materials and communications are inclusive and accessible

Recruitment Systems and Administration

- Maintain accurate records within recruitment and HR systems, ensuring data is up to date and complete
- Support the effective use of recruitment systems and digital platforms
- Produce recruitment documentation and correspondence in line with agreed standards

Training and Capability Support

- Support the delivery of recruitment related training and guidance for managers, working with the Recruitment Manager and Learning team
- Contribute to the development and maintenance of recruitment guidance and tools

Partnership Working

- Work collaboratively with HR Business Partnering, Employee Relations, Employee Services and OD and Inclusion colleagues to support coordinated recruitment delivery
- Liaise with managers and services to support recruitment activity and workforce planning needs

Continuous Improvement

- Contribute to the continuous improvement of recruitment processes, systems and candidate experience
- Use feedback and data to identify opportunities to improve recruitment delivery

Professional Practice

- Maintain confidentiality and handle sensitive information appropriately
- Develop knowledge and capability in recruitment practice and employment legislation
- Undertake other duties commensurate with the level of the role and consistent with the purpose of the post

Flexibility

The above is not an exhaustive list and the role holder may be required to undertake additional or alternative tasks and duties as the needs of the business dictate, provided they are within the individual's capabilities and skills set at an appropriate level.

Variation

This is a description of the job as required at the date shown. It is the practice of the Authority to periodically review job descriptions, update them and ensure that they relate to the job performed or incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Director of HR and Organisational Development reserves the right to make changes to the job description following consultation.

PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).			Shortlisting Criteria
You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.			
If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.			
For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.			
Key Knowledge	K1	Knowledge of recruitment processes and administrative procedures	✓A
	K2	Understanding of safer recruitment and pre employment checking requirements	
	K3	Understanding of inclusive recruitment practice and equality, diversity and inclusion principles	✓A
	K4	Understanding of recruitment systems and accurate record keeping	
Relevant Experience	E1	Experience of supporting or delivering recruitment activity or providing HR or customer focused administrative support	✓A
	E2	Experience of coordinating processes, managing multiple tasks and meeting deadlines	
	E3	Experience of communicating effectively with a range of stakeholders, including managers and candidates	
	E4	Experience of maintaining accurate records and working with systems or databases	✓A
	E5	Experience of working as part of a team to deliver a consistent and customer focused service	✓A
Qualification	Q1	Relevant qualification in HR, business administration or equivalent experience	
Core Values and Behaviours		Equity • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.	

		• Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.	
		Kindness • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.	
		Accountability • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that	

		they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs	
		Ambition • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.	

