



Department:	Corporate Resources
Job Title:	Resourcing Co-ordinator
Grade:	9
Post Number:	
Service/Section:	People Services-Strategic HR and OD
Base/Location:	County Hall, Glenfield
Responsible To:	Senior Resourcing Advisor
Responsible For:	
Key Relationships/ Liaison with:	Senior HR and OD Advisers Department recruiting managers Communications Unit Employee Service Centre HR and OD Business Partners

Job Purpose
<ul style="list-style-type: none"> To provide a professional and comprehensive resourcing service to a range of customers, including internal/external stakeholders and partners.

Main Duties and Responsibilities	
1.	Work closely with Senior Resourcing Advisor and departments to support the identification of resourcing and workforce issues and to design, implement and evaluate effective and timely resourcing interventions that meet those needs.
2.	Co-ordinate, lead and deliver recruitment campaigns ensuring a consistent and effective approach.
3.	Liaise with recruiting managers and business support to ensure all vacancies are advertised in a timely manner.
4.	Work with the Communications team to review, evaluate and improve the effectiveness of campaigns.
5.	Pre-screening applicants and arranging assessment days.
6.	Respond to enquiries from candidates and recruiting managers relating to advertised vacancies or the recruitment process.

7.	Provide an excellent candidate experience, ensuring candidates are kept up to date with the progress of their application.
8.	Support with the development, delivery and evaluation of recruitment initiatives such as career fairs and open days.
9.	Collect and analyse resourcing data and produce reports as required.
10.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: December 2019

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	Essential	Desirable	How assessed
<u>Qualifications</u>			
Relevant Degree or equivalent qualification		✓	Int/Doc
Professional qualification eg CIPD or Institute of Recruitment Professionals		✓	Int/Doc
<u>Experience</u>			
Experience of providing effective & practical advice & support on recruitment & selection particularly with reference to <ul style="list-style-type: none"> - In house recruitment and or direct recruitment - High volume recruitment - Hard to fill posts - Innovative selection techniques 	✓		App/Int
Proactively identifying areas for improvement and taking action to make changes	✓		Int
Proven experience of identifying customer needs, researching solutions and making recommendations	✓		App/Test
Successfully managing relationships with both internal and external customers	✓		Int
Experience of developing recruitment products and campaigns using a variety of media channels	✓		App/Int
Proven experience across the full recruitment and selection life cycle	✓		App/Int
Substantial experience of successfully managing recruitment campaigns from initiation to completion	✓		App/Int

Previous experience recruiting for social care roles		✓	App/Int
Experience of recruiting within the public or not for profit sector		✓	App/Int
Planning and delivering events		✓	Int
Experience of writing effective reports for management		✓	Int
<u>Knowledge</u>			
Recruitment best practice and legislation	✓		Test/Int
Current resourcing methods and market trends	✓		Int
Knowledge of recruitment and retention challenges faced within the social care sector		✓	Int
Project management		✓	Int
Safeguarding Children & Vulnerable Adults legislation, and safer recruitment practice		✓	Int
<u>Skills and Competencies</u>			
Self-motivated and able to work on own initiative	✓		Int
Able to work under pressure to meet demanding timescales	✓		Test/Int
Excellent interpersonal and communication skills	✓		Int
Strong planning and organisational skills	✓		Test/Int
Attention to detail with a focus on accuracy and quality	✓		Test/Int
Able to write clearly and concisely, to effectively engage the audience	✓		App/Test
Adopt a flexible approach to consistently meet service needs	✓		Int
Able to deal with a wide range of people at all levels, establishing and maintaining credibility and good working relationships	✓		Int

Demonstrate a continuous improvement approach	✓		Int
Microsoft office products and general IT skills	✓		App
<u>Other Requirements</u>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

Key: App = Application Form Test = Test Int = Interview	Med = Medical Questionnaire Dc = Documentary Evidence (E.g., Certificates)
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