

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title: Recruitment Administrator

Current Grade:

Department: HR Operations

Area: FHQ

Reports To: Recruitment Team Leader

No of Posts:

Level of
vetting

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

To provide professional, efficient, proactive and comprehensive administrative support to the Recruitment team, providing contracts and other post offer information to successful applicants and carrying out general office duties.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None .

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

Recruitment and Personnel systems

REWARD

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Provide a full administrative service to include (as required) email, data entry, and creating and maintaining files and databases to track activities and workloads for recruitment campaigns.

Receive, acknowledge and reply to all telephone calls and internal correspondence and documents in a professional and timely manner in accordance with Customer service performance standards.

Complete all pre-employment checks and liaise with the Occupational Health department, Professional Standards department and reference providers. Ensuring all eligibility checks are completed and individuals are suitable for employment within BTP

Liaise and update the Recruitment Advisor or Team Leader on any withdrawals or failed employment checks.

Update the hiring manager with progress with pre-employment checks and to agree start dates if appropriate.

Maintain contact with new starter to ensure BTP recruitment process provides best possible candidate experience.

Keep up to date with all aspects of recruitment legislation.

Prepare and issue the appropriate contracts for prospective employees to be sent with the new starter pack.

Complete the recruitment process from applicant to employee on ORIGIN (IT system) accurately and timely and complete and submit accurate Employee Advice Details to Team Leader for submission to Payroll, within KPI deadlines.

Ensure all input is accurate and produce management information reports as and when required. Analyse reports and ensure Recruitment Advisor/Team Leader are advised of any deviation from recruitment timetable.

Create and file the personnel file including all essential documents, ensuring the filing system is maintained in accordance with performance standards.

Maintain, update and archive documents, files and folders to ensure comprehensive records in compliance with BTP procedures, Data Protection and Freedom of Information principles and provisions
Support Assessment Centre days, including booking candidates onto the days and supporting the Assessors and candidates through the process.

Assist the Recruitment Advisor with recruitment queries and take on additional responsibilities in peak recruitment periods.

Photocopying, scanning and printing recruitment documents.

E. DECISION MAKING:

Make decisions

Prioritising own workload

Significant say in decisions

Team member encouraged to offer views on administrative and recruitment processes

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Line Managers and staff within HRBC and Corporate HR

Hiring Managers and HRBPs

External

Applicants

Other organisations

REWARD

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

Minimum GCSE grade C in English Language and Mathematics, or equivalent qualification or experience

Experience:

Previous administrative experience with a high level of organisational ability and attention to detail.

Ability to work as part of a team

Skills:

Proficient in MS Office applications.

Excellent verbal and written communication skills.

Excellent interpersonal skills with the ability to liaise with staff at all levels both internally and externally.

Good standard of planning and organisational ability.

Ability to remain calm whilst working under pressure, dealing with members of the public or to demanding deadlines whilst maintaining a flexible approach.

Ability to work on own initiative

Knowledge:

Desired Criteria:

Qualifications and Training:

Experience:

Proven experience in a customer service environment, preferably in a recruitment area.

Skills:

Knowledge:

Recruitment knowledge useful but not essential

Knowledge of the policing environment useful but not essential

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By: Barbara Hayes

Date: 18.1.11

Area Commander

/FHQ HoD:

Date:

REWARD