

Job Description and Person Specification

Recruitment and Onboarding Assistant

Job Details	
Grade	2
Service	People Services
Location	One Friargate
Job Evaluation Code	

Coventry City Council Values
<p>At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.</p> <p>As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.</p> <p>Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.</p> <p>Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation</p>

Job Purpose

This is a great time to join the HR team at Coventry City Council. Our HR service supports the execution of the Council's One Coventry Plan and leads on the implementation of our People Plan. Our vision is to be a diverse, innovative, and inspiring place to work that enables our people to be themselves whilst performing at the highest levels to support the citizens of Coventry. Led by our Director of People Services.

includes the following teams:

- People & Culture
- Employee Relations
- People & Business
- Occupational Health, Safety & Wellbeing

To assist us with the delivery and implementation of our People Plan and to support us with our future vision we want to appoint an experienced and dedicated Recruitment and Onboarding Assistant who will: -

- Deliver an efficient, effective administration service to support the Recruitment and Onboarding service, which embeds the Council's commitment to diversity, equity, and inclusion at every stage, enhancing the candidate experience.
- Support the service area to ensure that the Council's One Coventry Values are upheld and promoted throughout the recruitment process, specifically considering Diversity and Inclusion practices.

Main Duties & Key Accountabilities

Core Knowledge

- To monitor functional mailboxes and process documents in accordance with current processes and best practice
- To monitor disclosure and barring service (DBS) enquiries and process DBS clearance emails, following current process and identify when escalations are appropriate.
- To manage the electronic filing and indexing of recruitment documents onto personnel files.
- To utilise systems to locate electronic documents and share with Recruitment and Onboarding Administrators.
- Monitor the E-Post received by the Recruitment and Onboarding service, download documents, and distribute accordingly.
- To be the first point of contact for incoming enquiries from internal and external customers.
- To manage the administrative support processes including document management and storage
- To provide input into ad-hoc project work and service improvement work when required.
- To provide support to Recruitment and Onboarding Administration colleagues when required.
- Any other tasks or responsibilities as requested and commensurate with the salary grade

Key Relationships			
External:	Candidates Head Teachers and Business Managers of maintained schools TribePad contacts	Internal:	Managers from designated service areas Recruitment and Onboarding Business Partner Recruitment Onboarding Leads, Officers and Coordinators People and Culture colleagues Employee Relations colleagues Payroll and Pensions colleagues

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
Not Applicable

Person Specification	
Knowledge	<ul style="list-style-type: none"> • Competent knowledge of Microsoft Office packages including Teams, Excel, Word, and Outlook • Basic knowledge of recruitment and onboarding practices and legislation
Skills	<ul style="list-style-type: none"> • Good interpersonal, communication and influencing skills. • Effective task management skills including organising and prioritising workload, and successful delivery to agreed deadlines • The ability to work as a team, using initiative and being flexible to meet the needs of the role and service area
Experience	<ul style="list-style-type: none"> • Experience in recruitment and onboarding administration in a large and complex organisation which has diversity and inclusion at its heart • Experience of building and maintaining relationships with internal and external stakeholders • Daily use of applicant tracking systems and Microsoft packages
Special Requirements	<ul style="list-style-type: none"> • Understanding of and engagement with the Council's values, specifically regarding Diversity and Inclusion

Declaration			
Reviewed/Created By:	Jason Gracey		
Job Title:	Recruitment & Onboarding Business Partner	Date:	February 2025