



Coventry City Council

Job Description

Job Title:	Resourcing Administrator	Job Number:	
Services:	Human Resources	Grade:	GR4
Location	Friargate		

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.

Job Purpose:

Provide high quality transactional recruitment service for the Council and external customers, ensuring legislation, policies and procedures are followed and deadlines are met.

Main Duties and Responsibilities:

- Review the advertising mailbox, check and post job adverts in accordance with the SLA, ensuring accuracy in spelling, grammar and punctuation.
- Ensure approvals to recruit have been obtained and an audit trail is in place prior to jobs being advertised.
- Follow standard processes for recruitment and selection as advised by the Resourcing Compliance Lead.
- Make arrangements for interviews, setting up schedules, issuing invites and proactively monitoring and chasing candidate response.
- Process candidate rejections on the system throughout the recruitment process, based on hiring manager decisions.
- Issue conditional offers of employment to candidates, proactively ensuring starting salaries are correct in accordance with Council policies.
- Proactively complete the range of pre-employment checks relevant to each role.
- Be a Counter signatory for DBS checks and initiate the checking process, ensuring the right level of check has been requested and the correct documents have been provided.

- Proactively advise hiring managers on DBS guidance, challenging where a check has been requested or not requested appropriately for a role
- Issue formal offers of employment to successful candidates, ensuring these are correct and starting salaries are correct in accordance with Council policies.
- Proactively liaise with hiring managers and applicants throughout the recruitment process, and agree starting dates.
- Ensure candidate status is updated on the applicant tracking system throughout the recruitment process and the job is closed correctly once the hire has been made.
- Create and update personal files for successful candidates, ensuring the relevant recruitment documentation is entered onto the employee record file.
- Ensure information for new starters is presented to Payroll accurately and in a timely manner.
- Cover for team members as required.
- Liaise with Resourcing Business Partners and Resourcing Advisors in relation to Council recruitments in pipeline and in process.
- Input to project and service improvement work, including the development of new and improved processes and systems.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:	None	Responsible to:	Resourcing and Compliance Team Leader
Date Reviewed:	April 2022	Updated:	



Coventry City Council

Person Specification

Job Title:	Resourcing Administrator	Job Number:	
Services:	Human Resources	Grade:	GR4
Location:	Friargate		

Area	Description
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Knowledge:	Thorough and practical understanding of recruitment and selection practice and procedures.
	Good working knowledge of Microsoft Office packages and how business systems are used to manage and monitor tasks and produce documentation.
	Thorough understanding of how Equality, Diversity and Inclusion applies to recruitment and selection

Skills and Abilities:	High level of accuracy and attention to detail
	Strong interpersonal, customer service and customer care skills to liaise with a wide range of hiring managers and candidates.
	Excellent communications skills, both verbal and written, to deal with a wide range of people on the telephone, face to face, letter, email and other electronic communication methods
	Excellent digital skills to use a wide range of computerised office systems.
	Ability to understand and interpret legislation in relation to recruitment and selection, such as DBS checks, right to work in the UK, and advise hiring managers accordingly.
	Ability to advise hiring managers on Council policies in relation to recruitment, eg, starting salaries.
	High level of numeracy skills to calculate pro-rated salaries, annual leave entitlement, etc.
	Ability to act on own initiative and organise and prioritise own workload each day
	Ability to maintain confidentiality of information
	Ability to meet regular deadlines and work under pressure

	Ability to work co-operatively as part of the recruitment team and the wider HR team .
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Experience:	Working in a large, diverse organisation.
	Inputting information accurately into on line systems and producing letters and other documents.
	Working proactively with a range of stakeholders, eg, hiring managers, candidates, service providers
	Handling a wide range of enquiries in a customer service environment
	Working as part of a team

Education	Good standard of education

Special Requirements:	
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Date Reviewed:	April 2022	Updated:	
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