

Job Description and Person Specification

Role: Recruitment and Onboarding Administrator



Job Description

Job Title	Recruitment and Onboarding Administrator
Grade	4
Service	People and Culture
Reports to	Recruitment and Onboarding Advisor
Location	One Friargate and remote working
Job Evaluation Code	



About the Service your team will provide

Purpose of the role

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 Human Resources our HR Service 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 Administrator who will: -

- Deliver an efficient recruitment and onboarding administration service to the designated service areas, to ensure an effective, and compliant recruitment service which embeds the Council's commitment to diversity, equity, and inclusion at every stage, enhancing the candidate experience.
- To act as the first point of contact for all internal and external stakeholders regarding any recruitment and onboarding queries
- Carry out any assigned tasks to ensure efficiencies and continuous improvement occurs in all working practices.
- Ensure 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 deliver an efficient recruitment and onboarding administration service to the designated service areas, to ensure an effective, and compliant recruitment service specifically in relation to pre-employment checks including Sponsorship, Right to Work, Occupational Health, Disclosure and Barring Service and referencing requirements.
- To deliver all administration tasks in the appropriate methodology and within agreed timescales in accordance with internal policy and process.
- To provide an advisory service to Corporate and Schools' stakeholders to enable efficient onboarding, to enhance manager self-service and enhance the candidate experience.
- To manage additional administration to support the HR function, including variation letters and probationary letters.
- To utilise all IT systems including the Applicant Tracking System and maintain a high standard of knowledge by undertaking training as required.
- To provide input into ad-hoc project work and service improvement work when required.
- To cover for the Recruitment and Onboarding Administrators and the Recruitment and Onboarding Assistant colleagues and deputise for the Recruitment and Onboarding Advisor when required.
- Any other tasks or responsibilities as requested and commensurate with the salary grade

Key relationships

External Candidates Heads and Business Managers of maintained schools TribePad contacts	Internal Managers from designated service areas Recruitment and Onboarding Business Partner Recruitment Onboarding Leads, Advisors and Assistants People and Culture colleagues Employee Relations colleagues Payroll and Pensions colleagues Occupational Health colleagues
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Standard information

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.

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

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: Direct reports: Indirect reports:

Person specification

Job Evaluation Code	
Knowledge	
Current recruitment and onboarding legislation, organisational values, and best practice approaches	
A working knowledge of applicant tracking systems, Microsoft packages and how they enhance recruitment and selection process	
Skills and Abilities	
Good interpersonal, communication and negotiation skills at operational level	
Effective task management skills including organising and prioritising workload, and successful delivery to agreed deadlines	
The ability to deliver an efficient recruitment and onboarding service that complies with the Council's policies and processes	
Experience	
Experience in recruitment and onboarding administration in a large and complex organisation which has diversity and inclusion at it's heart	
Experience of building and maintaining relationships with internal and external stakeholders at all levels	
Daily use of applicant tracking systems and Microsoft packages	

Qualifications
GCSE Maths and English or Functional Skills certification
Special Requirements
Understanding of and engagement with the Council's values, specifically regarding Diversity and Inclusion

Date Created	25/01/2024	Date Reviewed	
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