Coventry City Council

Job Description and Person Specification

Recruitment & Onboarding Officer

Job Details	
Grade	GRD6
Service	People & Culture
Location	City Wide
Job Evaluation Code	A6081

About Coventry City Council

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:
Open and fair: We are open, fair and transparent.
Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.
Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.
Create and innovate: We embrace new ways of working to continuously improve the services we offer.
Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.
Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

As a Recruitment & Onboarding Officer, you will be responsible for coaching managers and direct reports so that they are able to attract, recruit and onboard high-quality talent, providing expert, workforce data-informed recruitment advice and guidance. You will oversee and coordinate recruitment and onboarding activity across your service areas, including recruitment campaigns, selection processes and pre-employment checks, ensuring delivery is efficient, compliant and within agreed timescales, while supporting positive manager, candidate and new starter experiences.

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Main Duties & Key Accountabilities
Manage and oversee the end-to-end recruitment and onboarding process for service areas monitoring performance, workload and resources to ensure timely delivery, efficient hiring outcomes, and a positive experience for hiring managers, candidates and new starters.
Maintaining and applying current knowledge of recruitment and onboarding legislation, organisational policies, and safer recruitment standards, ensuring compliance with RTW, Sponsorship and DBS while providing expert advice, coaching and guidance to managers, team members and stakeholders across the organisation
Building and maintaining strong stakeholder relationships while providing expert recruitment and onboarding advice, promoting best practice, increasing manager capability and confidence through coaching and ensuring a high-quality, responsive service is delivered across the organisation.
Supporting managers to develop effective attraction and recruitment approaches by reviewing vacancy requirements, recruitment data, labour market insights and potential barriers to recruitment.
Overseeing recruitment and onboarding activities to ensure compliance with organisational policies, employment legislation, and audit requirements, maintaining accurate records and a robust audit trail throughout the process.
Contributes workforce information, insight & evidence that support workforce planning, talent management, succession planning and recruitment activities.
Developing relationships and engagement with external stakeholders, the Job shop and community groups, including representing the organisation at careers fairs, open days, recruitment events, and stakeholder engagement activities, while promoting the employer brand and supporting the attraction of high-quality talent.
Delivering recruitment & onboarding training ensuring compliance with recruitment policies, procedures, and legislation. Promoting best practice throughout the recruitment process and helping managers understand their role in creating a positive candidate and new starter experience that supports attraction, engagement, and retention.
Contributing to the Council's diversity and inclusion objectives by supporting targeted recruitment campaigns, community outreach initiatives and attraction activities that increase applications from underrepresented groups
Providing input and direction on recruitment-related projects and service improvement initiatives, driving operational excellence and best practice.
Will pick up all updates to functionality within the main TribePad system and attend TribePad workshops.
Produce monthly and ad hoc reports, oversee applicant tracking system administration and optimisation, manage user access, and support the implementation of system enhancements.

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Providing support through coaching to colleagues and deputise for the Recruitment & Onboarding Business Lead when required.

Key Relationships	
External:	Candidates Community Organisations The Job Shop Heads and Business Managers of maintained schools TribePad contacts External Stakeholders
Internal:	Managers from designated service areas Recruitment and Onboarding Team Talent & Culture Team Wider People Services & Facilities Occupational Health & Wellbeing Team Internal Stakeholders

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.
● attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
● any other duties and responsibilities within the range of the salary grade.

Responsible for

Direct reports: 3 x Recruitment and Onboarding Co-ordinators
Indirect reports: 6 x Recruitment and Onboarding Co-ordinators and 1 x Administrator

Person Specification

Requirements	
Knowledge	Experience of recruitment and onboarding legislation, organisational values, and best practice approaches

	Possess knowledge of recruitment and onboarding practices, including how the application of diversity and inclusion strategies can enhance recruitment strategies
	Experience of applicant tracking systems, Microsoft packages and how they enhance recruitment and selection process
Skills And Ability	Possess interpersonal, communication, negotiation, coaching and influencing skills at operational level.
	Develop the delivery recruitment and selection bite-sized training to internal recruiting managers and colleagues.
	People management skills to motivate, coach and develop employees throughout the employee life cycle
	Display task management skills including organising and prioritising workload, and successful delivery to agreed deadlines
Experience	Manage experience in recruitment and onboarding 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 at all levels
	Experience in people management, including dealing with sickness, absence, disciplinary and grievance and appraisal processes
	Experience of promoting and championing Diversity and Inclusion initiatives
Qualification	Possess a CIPD Level 5 or is currently undertaking the qualification and can complete within 2 years of enrolment.