

## Job Description and Person Specification

### Recruitment and Onboarding Administrator

Job Details	
<b>Grade</b>	4
<b>Service</b>	People Services
<b>Location</b>	One Friargate
<b>Job Evaluation Code</b>	A6081

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> <p>ONE COVENTRY NURTURE AND DEVELOP BE ACCOUNTABLE VALUE AND RESPECT</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 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**

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

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; 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><b>Training</b></p> <p>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"> <li>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</li> </ul>
Skills	<ul style="list-style-type: none"> <li>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</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience in recruitment and onboarding administration in a large and complex organisation which has diversity and inclusion at it's heart</li> <li>Experience of building and maintaining relationships with internal and external stakeholders at all levels</li> <li>Daily use of applicant tracking systems and Microsoft packages</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>Understanding of and engagement with the Council's values, specifically regarding Diversity and Inclusion</li> </ul>

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