

Job Description and Person Specification

Role: Resourcing and Compliance Apprentice



Job Description

Job Title	Resourcing and Compliance Apprentice
Grade	Apprentice
Service	People and Culture
Reports to	Resourcing Lead
Location	One Friargate
Job Evaluation Code	



About Coventry City Council

Who we are: 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.

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.

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.

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:



About the Service your team will provide

Purpose of the role

To work within the Resourcing and Recruitment Service to deliver a comprehensive and professional Service.

Main Duties & Key Accountabilities

Core Knowledge

- Assist with a range of admin tasks to support the work of the Resourcing and Compliance team from the point of advertising through to appointment interviews and offer letters.
- To fulfil the requirements to achieve the HR Support Level 3 Apprenticeship Standard.
- Assist with reviewing and processing of documents e.g., adverts – posting on social media platforms, standard letters and checklists.
- Use HR IT systems and databases to input, record and retrieve Resourcing and Compliance documentation in line with legislation, policies and procedures.
- Assist and respond to queries from internal and external customers and partners via telephone and functional inboxes, ensuring any messages are recorded accurately.
- A willingness to attend training courses to develop knowledge and skills as appropriate and needed within Resourcing and Recruitment using available methods of learning to be effective in the job role.
- Assist with recruitment projects across the wider HR team.
- A willingness to attend Recruitment and Career Fairs to develop knowledge and skills.
- Understand and interpret council Employment Policies and procedures.
- To always maintain strict confidentiality.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Candidates Job Shop Community Networks Job Centre Advertising Companies Agencies	Internal Recruitment & Compliance colleagues Wider People & Culture colleagues Wider HR colleagues Hiring Managers Other council services and 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: None

Person specification

Job Evaluation Code	
Knowledge	
Basic knowledge of the services that are provided by Local Government and Resourcing and Recruitment.	
Basic knowledge of office procedures.	
Understanding of how to provide good customer care and the importance of maintaining confidentiality.	
Knowledge of Equality, Diversity and Inclusivity in relation to delivering services to the public and in the workplace.	
Basic knowledge of Data Protection and potential issues in an office environment.	
Skills and Abilities	
Able to communicate effectively with customers, partners and stakeholders, sharing information when required.	
Able to work accurately, pay attention to detail, and follow procedures.	
Able to work to deadlines.	
Ability to always maintain confidentiality.	
Willingness to undertake training on HR/IT related systems.	
Digitally literate and able to use Digital technologies such as Word, SharePoint, Office 365, OneNote, Excel	
Experience	
No previous experience is required.	
Qualifications	
Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship.	
Ability to complete HR Support Level 3 Apprenticeship Standard.	

Special Requirements
Willingness to undertake appropriate training to develop relevant knowledge and skills.

Date Created	24 March 2023	Date Reviewed	
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