Coventry City Council

Job Description and Person Specification

Recruitment & Onboarding Co-Ordinator

Job Details	
Grade	GRD4
Service	People & Culture
Location	City Wide
Job Evaluation Code	P1518D

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 Co-ordinator, you will provide an efficient, responsive hiring manager/customer-focused recruitment and onboarding service across designated service areas, ensuring recruitment activity is delivered in a timely, effective and compliant manner. You will support and advise hiring managers throughout the process while delivering a positive experience for candidates and new starters across both Corporate and Schools recruitment.

Main Duties & Key Accountabilities

Deliver a responsive, efficient, and compliant recruitment and onboarding service, ensuring a positive experience for hiring managers, candidates, and new starters. Contributing to service improvement initiatives by identifying opportunities to streamline processes, improve customer experience and support the continuous development of the recruitment service.
Liaising and coaching hiring managers to complete recruitment and onboarding activities accurately and within agreed timescales, ensuring compliance with legislation, organisational policies and procedures
Deliver a high-quality advisory and support service to internal and external stakeholders including schools, in line with service level agreements, providing regular updates and guidance throughout the recruitment and onboarding process, supporting and coaching manager self-service, enhancing the hiring manager, candidate and new starter experience, and enabling efficient onboarding.
Manage a range of administrative activities which support both the Recruitment & Onboarding processes and the work of the wider People & Culture Function. This will include ensuring accurate workforce data entry and record management, preparation of variation and probationary letters, and administration of compliance processes such as RTW, Sponsorship and DBS checks and other pre-employment screening requirements.
Understands the basics of workforce planning such as workforce supply & demand, skills gaps, succession risks and future workforce requirements.
Demonstrates a proficient use of all HR and IT systems, including the Applicant Tracking System (ATS), and maintain a high standard of system knowledge by undertaking all required training and development activities.
Contributing to ad hoc project and service improvement work when required, including supporting recruitment and employer branding activities through attendance at the Job Shop, careers fairs, open days, recruitment events, and other stakeholder engagement opportunities. Actively promote Coventry City Council as an employer of choice and support talent attraction initiatives.
Deputise for the Recruitment and Onboarding Officers when required and actively support colleagues in accordance with service need.

Key Relationships	
External:	Candidates Heads and Business Managers of maintained schools TribePad contacts External Stakeholders
Internal:	Managers and senior leaders from designated service areas Recruitment & Onboarding Manager Recruitment

	& Onboarding Leads, Recruitment & Onboarding Officers Colleagues within the Talent & Culture Team Wider People Services Employees

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
N/A

Person Specification

Requirements	
Knowledge	Demonstrate an awareness of recruitment and onboarding legislation (including Right to Work, DBS, and the Equality Act 2010), organisational values, and best practice approaches.
	Display knowledge of applicant tracking systems, Microsoft packages and how they enhance recruitment and selection process
Skills And Ability	Maintain interpersonal, communication and negotiation skills at operational level
	Advocate task management skills including organising and prioritising workload, and successful delivery to agreed deadlines
	Display 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
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	Maintain use of applicant tracking systems and Microsoft packages
	Display engagement with the Council's values, specifically regarding Diversity and Inclusion
Qualification	Level 3 CIPD or relevant equivalent experience in either HR administration or recruitment.