

Job Description and Person Specification

Recruitment and Onboarding Advisor

Job Details	
Grade	6
Service	People Services
Location	One Friargate
Job Evaluation Code	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 Advisor who will: -

- Support the management of the recruitment and onboarding process for the designated service areas, to ensure an efficient, effective, and compliant recruitment service which embeds the Council's commitment to diversity, equity, and inclusion at every stage, enhancing the candidate experience.
- Liaise with community organisations and external partners to ensure that they are fully engaged with the Council's recruitment processes.
- Carry out any assigned tasks to ensure efficiencies and continuous improvement occurs in all working practices.
- Line manage and support the Recruitment and Onboarding Administrators in their role.
- 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

Manage all aspects of the end-to-end recruitment and onboarding process, setting priorities and monitoring and applying standards of performance as defined in all aspects of current policy.

- Maintain knowledge of current recruitment and onboarding legislation to deliver the appropriate service to the organisation, which is One Coventry Values led and enhances the candidate experience.
 - Build and maintain strong relationships with key stakeholders to ensure service excellence is provided in an effective, timely manner, enabling managers to be self-sufficient and take ownership of their recruitment needs.
 - To line manage and provide support to the Recruitment and Onboarding Administrators to work autonomously and enhance high performance whilst complying with HR processes such as appraisals, enabling attendance and disciplinary and grievance.
 - To provide a recruitment and onboarding advisory service to the organisation, sharing best practice to enhance manager knowledge and confidence throughout process.
 - To manage the approval to recruit process to comply with internal practice and ensure an audit trail is maintained.
 - To develop and deliver training to Hiring managers for corporate and schools' recruitment.
 - To champion the organisational and social benefits of greater diversity in the workforce, incorporating the Council's commitment to
- To develop relationships and engage external stakeholders and community groups, promote Coventry City Council at Jobs Fairs, and explore opportunities in working with the Job Shop.
- becoming a workforce that is representative of the community it serves.
- To provide input into ad-hoc project work when required.
 - To support the production of monthly and ad hoc recruitment reports.
 - To provide support to colleagues and deputise for the Recruitment and Onboarding Lead when required.
 - Any other tasks or responsibilities as requested and commensurate with the salary grade

Key Relationships			
External:	Candidates Community Organisations The Job Shop Heads and Business Managers of maintained schools TribePad contacts	Internal:	Managers from designated service areas Recruitment and Onboarding Business Partner Recruitment Onboarding Leads, Administrators and Assistant People and Culture colleagues HRBP's and Employee Relations colleagues Communications 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 & 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>Training</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
3 x Recruitment and Onboarding Administrators Indirect reports: 6 x Recruitment and Onboarding Administrators

Person Specification	
Knowledge	<ul style="list-style-type: none"> • Current recruitment and onboarding legislation, organisational values, and best practice approaches • Operational knowledge of recruitment and onboarding practices, including how the application of diversity and inclusion strategies can enhance recruitment strategies • A working knowledge of applicant tracking systems, Microsoft packages and how they enhance recruitment and selection process • Knowledge of people management practices
Skills	<ul style="list-style-type: none"> • Excellent interpersonal, communication, negotiation and influencing skills at operational level. • The ability to deliver recruitment and selection bite-sized training to internal recruiting managers and colleagues. • The desire to innovate, to identify and analyse issues, and suggest solutions that improve process • People management skills to motivate, coach and develop employees throughout the employee life cycle • Effective task management skills including organising and prioritising workload, and successful delivery to agreed deadlines
Experience	<ul style="list-style-type: none"> • Operational experience in recruitment and onboarding 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 • Experience in understanding and the ability to analyse recruitment and onboarding data • Experience in identifying opportunities for process improvements • Experience in people management, including dealing with sickness, absence, disciplinary and grievance and appraisal processes • Daily use of applicant tracking systems and Microsoft packages • Experience of promoting and championing Diversity and Inclusion initiatives
Special Requirements	CIPD Level 3 Foundation Certificate in People Practice or working towards and is able to successfully complete within 2 years of starting the qualification

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