

How to apply for jobs at Coventry City Council

Resourcing team:
Tel- 02476975500, option 2
Email: resourcing@coventry.gov.uk



Find your job

Visit <https://careers.coventry.gov.uk/>

The information on the top gives a summary of the location, salary, hours, contract and working pattern.

E-Recruitment Specialist

Job Reference: coventrycc/TP/74/242
Number of Positions: 1
Contract Type: Full Time Permanent
Salary Range: £26317 - £32029
Working Hours: 37

Closing Date: 16/03/2020
Job Category: Human Resources / OD / Training
Organisation: CCC-Corporate
Service Area: Human Resources Transactional Services
Location: Coventry

Apply for this job

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About the team we are recruiting to

The Coventry City Council Recruitment Team is a diverse and vibrant team responsible for delivering key services for the wider organisation and external partners. Ensuring an engaging and smooth experience for our users internally and externally is at the heart of what we do and goes hand in hand with our commitment to continuous improvement.

We are the face of the recruitment process, working closely within the business by partnering with key stakeholders to ensure that we effectively resource plan and offer the best candidate experience.

Offering insight and best practice on attraction, selection, compliance, onboarding and induction is a core capability of the team as we act as the conduit between our hiring managers and the candidate market. Our ambition is to not just hire the best available talent but retain it, that is why we work with our colleagues across the wider HR Service to ensure additional policies focussing on induction, reward and wellbeing.

Our work spreads beyond the Council and into our local business community whereby we partner and support local businesses on a range of services such as compliance & screening, advertising and redeployment of employees going through redundancy. Throughout the educational sector we support schools, colleges and universities in offering work experience, apprenticeships and graduate programmes guiding the next generation of talent and ensuring we maintain those skills within Coventry.

What is the job role?

This is an opportunity for an aspiring recruitment professional to broaden their experience across multiple disciplines within a professional environment where every day will bring new recruitment challenges.

The role:

The Recruitment Advisor will be responsible for the day to day provision of an effective and efficient recruitment service, adding value to the organisation by supporting hiring managers in the end to end recruitment process to successfully fill vacancies first time around.

You will be working closely with stakeholders across the Council to identify, source, attract, engage, assess and on-board high calibre talent at all levels including senior recruitment. You will have the autonomy to; utilise the most appropriate routes to market, to be creative, recommend the best sourcing methodologies, maximise our social media presence, headhunting, networking, building and maintaining talent pipelines, and working with third party suppliers.

Core responsibilities:

- Build effective relations with hiring managers offering a full life cycle support
- Work in partnership with HR Business Partners to build strong working relationships and provide effective support to

This gives you a summary of the team which is recruiting.

This gives you a summary of the role and what the manager is looking for in an applicant.

- Do you fit the criteria?



Once you have found a job

Who are we looking for?

Key Skills & Experience:

- Strong Stakeholder management skills.
- Solid recruitment experience (ideally in an in-house recruitment environment).
- A thorough understanding of the candidate market & understanding of external factors which impact the recruitment process.
- Extensive experience in pro-active search and attraction techniques.
- Using social media marketing tools (LinkedIn, Twitter, YouTube etc) to support recruitment.
- Capturing and analysing data to review effectiveness of recruitment processes.
- Excellent customer service skills

Interview date: 5th June

For full details on the application process please read the attached document labelled Coventry CC Application process.

Introduction to Coventry City Council

Coventry is a lively, multicultural city, which embraces old and new. Around the modern city centre there are traces of history everywhere - in the old city walls, the timber-framed buildings and the reconstructed medieval Spon Street. But Coventry has always had an eye on the future, and is now firmly focused on regenerating and re-inventing itself to meet the challenges of the 21st Century. With major developments and new projects taking place right across the city, Coventry City Council is the place to be!

There's a huge buzz about the city- Coventry ranks as the 8th best city to live, work and do business in the UK, and is the UK City of Culture 2021! We believe this will help put Coventry on the map for all the right reasons. You can feel the sense of local pride throughout the city as we build towards this momentous year. It also offers a unique, once-in-a-lifetime opportunity to those joining us to play their part in it.

We genuinely believe that Coventry City Council is a special place. You will be joining Coventry City Council during an exciting time to become part of a team that contribute to achieving our visions for the city. We have made our council a place where we look after our people, making sure you're happy in your work and given everything you need to succeed. We've created friendly, welcoming workplaces where everyone is working towards the same cause, providing the best possible services for the city of Coventry.

As a Council with improvement at its heart, we're committed to making life better for the people who live and work in Coventry. We're equally concerned with the quality of life enjoyed by our people, so by joining us, you won't just be helping the community, you'll be helping yourself too.

Not only do you get to work alongside great people that are helping to improve services for our community we offer great benefits too! For your valued contribution we will provide a fantastic benefits package including:

- Flexible working arrangements
- Generous annual leave allowance starting at 27 days and rising to 32 days
- Pay progression through multiple increments
- Outstanding local government pension scheme
- Learning & Development with access to certified courses.
- Access to an award winning Occupational Health Team
- Vibrant employee networks

Attached documents:

 Job Description and Person Specification

This part of the advert gives you a summary of who the manager is looking for and what is needed in an applicant.

- Do you fit the criteria?

Attached documents



[Job description and person specification](#)



[Coventry CC Application process](#)

On every job we attach a Job Description & Person Specification and our Application process.
Click the supporting documents to find out further information about the role.

[Apply for this job](#)

Click to apply



Job Description – About the role

Here you will find all the main details of the role:
Job title, service, location, grade, etc.

The job purpose will give you a brief overview of your role.



Coventry City Council

Job Description

Job Title:	Recruitment Advisor	Job Number:	S8116S
Directorate:	People	Post Number:	
Services:	Human Resources	Grade:	6
Location	Friargate		

Job Purpose:

Provide advice and guidance to hiring managers in the Council and senior postholders and governors in schools on the optimum methods for recruitment and selection to successfully fill vacancies their first time.
Support hiring managers throughout the recruitment and selection process.

Main Duties and Responsibilities:

- Liaise with hiring managers to provide advice on the best attraction and selection methods to fill vacancies first time.
- Guide and coach hiring managers through the process, ensuring they understand the relevant legislation and are fully engaged with the Council's Recruitment and Selection activities and processes
- Ensure that authorisation to recruit is obtained and an audit trail is maintained.
- Assist hiring managers and partners by designing and delivering candidate attraction solutions utilising a range of resourcing techniques including creation of recruitment campaigns, and microsites.
- Develop low-cost, high-impact social media initiatives that help build audience, promote brand and drive engagement, as well as paid social campaigns when needed.
- Undertake candidate search activities, for individual roles and specific recruitment campaigns, and to create talent pipelines.

In the main duties and responsibilities you will find out more in depth detail about the role.

- Have you done any of these in your previous roles?
- Do you have transferable skills which would allow you to fulfil these duties?



Person Specification– What we are looking for

The person specification includes key attributes and abilities that the manager is looking for you to have. You will need to be able to demonstrate these during the recruitment process, in relation to the knowledge requirement, skills and abilities, relevant experience and the level of educational requirement.

Please make sure you meet the experience and education requirements. If you apply for a role that you are not qualified and experienced to do managers will reject your application.

Job Title:	Recruitment Advisor	Job Number:	S8116S
Directorate:	People	Post Number:	
Services:	Human Resources	Grade:	6
Location:	Friargate		

Area	Description
Knowledge:	<ul style="list-style-type: none">The strategic context of recruitment and selection within the organisation and an understanding of how this role supports the Council's workforce strategyUp-to-date knowledge of the range of approaches to attract and select talent for the organisationUp-to-date knowledge of the relevant legislation relating to recruitment and selectionExtensive knowledge of all social media tools and the advantages that each can offer with regard to recruitment and selection
Skills and Abilities:	<ul style="list-style-type: none">Understand the impact of external factors on the organisation, with particular regard to the attraction and selection of talentBuild and maintain relationships with internal and external stakeholders at all levelsUnderstand key issues affecting individual service areas with regard to recruitment and retention of employeesDesign and execute recruitment plans to agreed standards and deadlinesResearch and test the external market to ascertain levels of available talent for key roles, what it will take to attract them and how to source.Design and co-ordinate effective attraction, assessment and selection approaches for individual roles and/or campaignsOrganise and prioritise own workload and that of direct reports on a daily basisHigh level of interpersonal and customer service skills to liaise and communicate with candidates, hiring managers and partners.Attention to detail in written and electronic communication and information storage.Work autonomously and make relevant decisionsWork as a member of the Resourcing Team, and wider multi-disciplinary teams within HR/OD and across the Council
Experience:	<ul style="list-style-type: none">Supporting hiring managers to make the right resourcing choices to fill vacancies.Working in an in-house recruitment environment, HR and or OD environment within a large and complex organisation



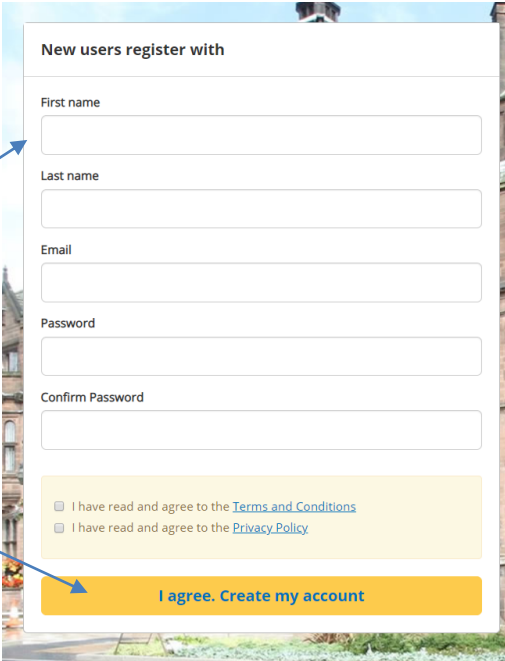
How to apply- Creating your profile

Once you click apply the following screen will appear:

Step 1:

As this is your first time applying for a role with Coventry City Council, you will need to create an account.

Fill in all fields, agree the terms & conditions and then create your account.



New users register with

First name

Last name

Email

Password

Confirm Password

☐ I have read and agree to the [Terms and Conditions](#)

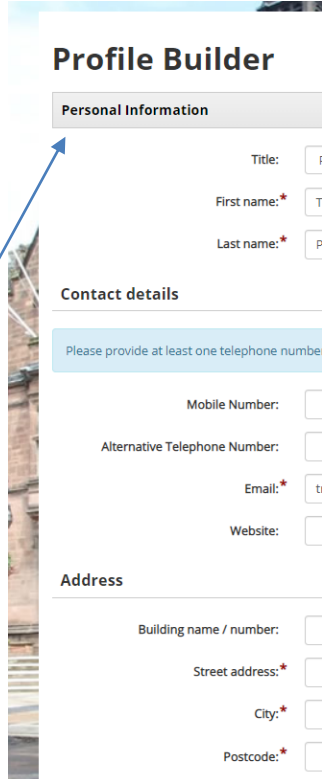
☐ I have read and agree to the [Privacy Policy](#)

[I agree. Create my account](#)

Step 2:

Fill out all your personal information.

This will be linked to all your future applications.



Profile Builder

Personal Information

Title:

First name:

Last name:

Contact details

Please provide at least one telephone number

Mobile Number:

Alternative Telephone Number:

Email:

Website:

Address

Building name / number:

Street address:

City:

Postcode:



Creating your CV

Step 3:

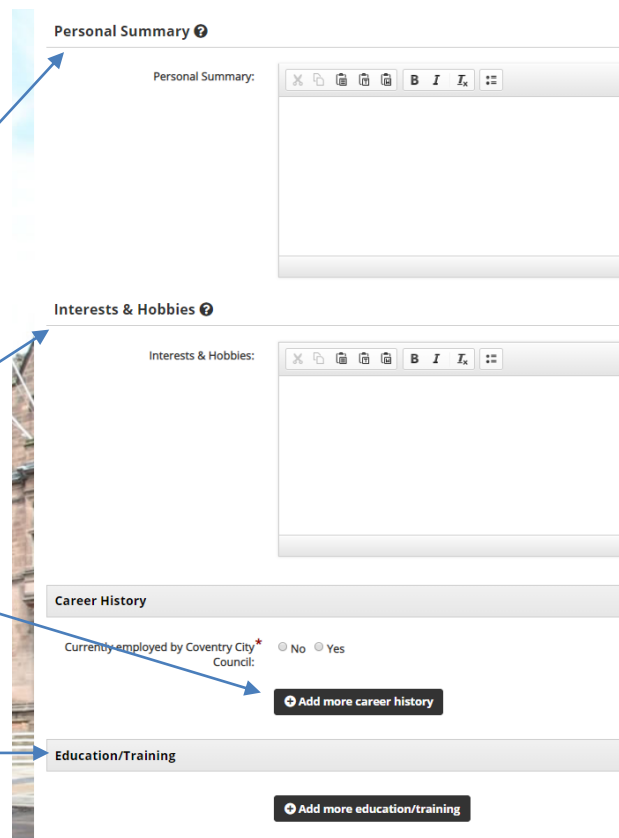
Creating your CV is a crucial step in your application process. This is where you will be able to showcase all your experience, knowledge and expertise which related to the role you are applying for.

Personal Summary: Start with a simple summary. Give us a brief overview of your career background, your knowledge and expertise.

Hobbies and Interests: Tell us a bit about yourself, what do you enjoy doing outside if work?

Career History: It is mandatory that you fill this field with your most recent employment, however we want to get to know you – please add more career history to cover up to the last 10 years.

Education/ Training: Tell us about your educational background. Do you have any other qualifications relevant to the role you are applying for?



The screenshot shows a web form for creating a CV. It has four main sections: 'Personal Summary', 'Interests & Hobbies', 'Career History', and 'Education/Training'. Each section has a text area with a rich text editor toolbar (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo). The 'Career History' section includes a question 'Currently employed by Coventry City Council:' with radio buttons for 'No' and 'Yes'. Below the 'Career History' section is a button 'Add more career history'. Below the 'Education/Training' section is a button 'Add more education/training'. Blue arrows point from the text descriptions on the left to the corresponding sections in the form: from 'Personal Summary' to the first section, from 'Hobbies and Interests' to the second, from 'Career History' to the third, and from 'Education/ Training' to the fourth.

Personal Summary ?

Personal Summary:

Interests & Hobbies ?

Interests & Hobbies:

Career History

Currently employed by Coventry City Council: ☐ No ☐ Yes

Add more career history

Education/Training

Add more education/training



Employment History

When adding your employment history we would like to know where you have worked for your last few positions. (For safeguarding vacancies we will need your past 10 years of employment history)

Career History

Currently employed by Coventry City Council ☒ No ☐ Yes
Council:

Recruitment Advisor @ Coventry City Council
July 2019 - Present Day Current Employer

- Advising Public Sector Managers on new Recruitment processes and systems.
- Offer recruitment support and guidance to a specific area of the organisation identifying and resolving key recruitment challenges.
- Build strong relationships with Directors, stake holders, leaderships and leadership teams, hiring managers, HRBP's and HR Colleagues.
- Provide advise across all stages of the recruitment and assessment process including authorisation, advertising, assessment and on-boarding.
- Deliver training and coaching as appropriate, running assessment events including Manager Inductions, recruitment exercises and career fairs.
- Work closely with Senior Managers and HR colleagues to fully understand recruitment requirements of business areas and create a recruitment and resourcing plan to proactively address requirements.
- Explore and utilise new and existing cost-effective methods of direct candidate recruitment.
- Provide advice and guidance on up to date recruitment legislation.

Account Executive @ REED Recruitment
January 2018 - July 2019

- Sourcing and identifying suitable talent to match expectations of hiring managers within Local Authorities
- Designing and co-ordinating effective advertising attraction for individual roles
- Conducting in depth telephone screening and face to face interviews, registering a wide variety of quality candidates to cover Business Support and Clerical roles
- Building an effective working relationship with the Recruitment Business Partner to ensure a smooth, efficient running of the Local Authorities contracts.
- Supporting hiring managers to make the right resourcing choices to fill vacancies
- Requesting online and written references
- Updating and maintaining compliance records and audit packs
- Communicating and liaising with candidates to ensure staff retention
- Prioritising workload in an organised and efficient manner to ensure contract SLA's and deadlines are met
- Producing adverts and monitoring candidate responses to live vacancies
- Sourcing, identifying and contacting suitable candidates for current clients
- Filtering of applications to find suitable candidates

[Add more career history](#)

To add more career history click here.



Your CV

Once you fill in all the information you can then generate a copy of your CV.

Jasmin Smith
07712345678 | Jasmin145@outlook.com
1 / City Road / Coventry / United Kingdom (Incl. Northern Ireland) / CV1 2GN

PERSONAL SUMMARY
I am a competent and dedicated recruitment specialist with experience across the field of recruitment, resourcing, people engagement, customer service, administration and management. Strongly customer focused, approachable, well presented and able to establish good working relationships with a range of different people. My organisational attributes, ability to be proactive and work under pressure enables me to provide timely, efficient communication. Knowledgeable and experienced using various Microsoft Office and Adobe applications. I am a highly motivated and enthusiastic individual seeking long term employment with scope for progression.

CAREER HISTORY
Employed
Recruitment Advisor @ Coventry City Council
Current from: Jul 29 2019
- Advising Public Sector Managers on new Recruitment processes and systems.
- Offer recruitment support and guidance to a specific area of the organisation identifying and resolving key recruitment challenges.
- Build strong relationships with Directors, stake holders, leaderships and leadership teams, hiring managers, HRBPs and HR Colleagues.
- Provide advice across all stages of the recruitment and assessment process including authorisation, advertising, assessment and on-boarding. Deliver training and coaching as appropriate, running assessment events including Manager Inductions, recruitment exercises and career fairs.
- Work closely with Senior Managers and HR colleagues to fully understand recruitment requirements of business areas and create a recruitment and resourcing plan to proactively address requirements.
- Explore and utilise new and existing cost-effective methods of direct candidate recruitment.
- Provide advice and guidance on up to date recruitment legislation.

SKILLS
- Recruitment
- Customer Service
- Administration
- People Engagement
- Resourcing
- Management

MY REFERENCES
References are available upon request.

EDUCATION/TRAINING
Education
Bachelors : BA (Hons) in Business Management @ Coventry University
Oct 4 2010 - May 31 2013
Education
Higher : A-Levels: Graphic Design A*, Business Studies C, Information Technology C @ Finham Park Sixth Form
Sep 1 2008 - May 28 2010

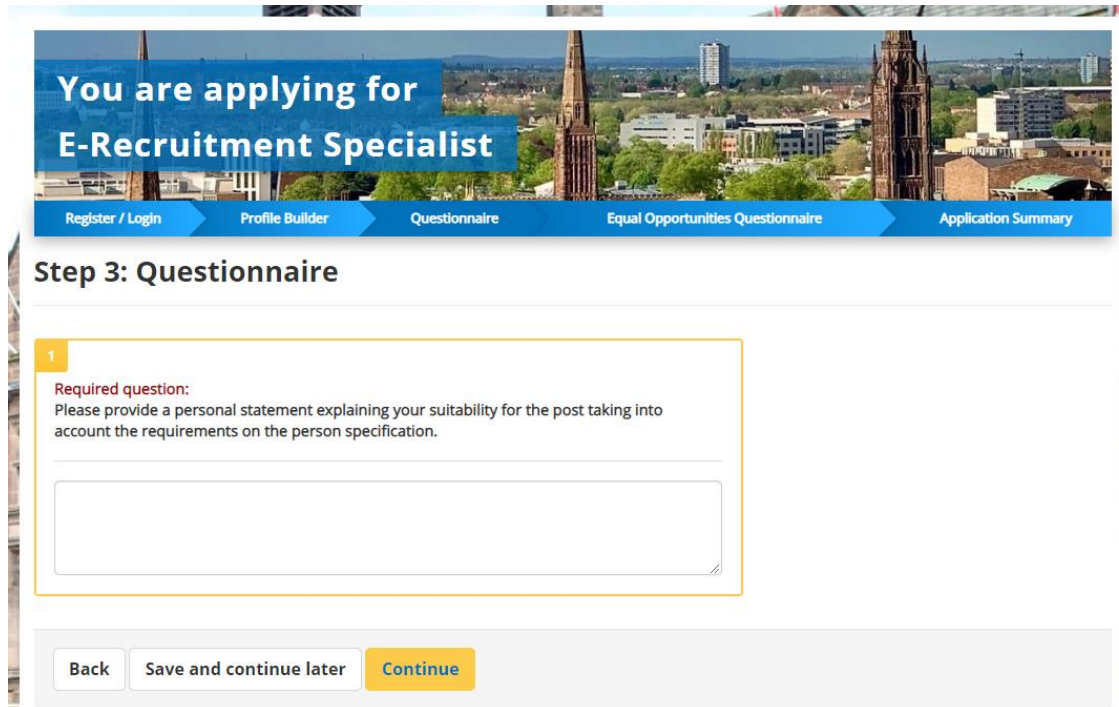
All Coventry City Council's recruitment is anonymised so Managers will not be able to see your personal details.

Details of your Employment History will still be available to managers so it is important you add as much detail as possible.



Questionnaire- Personal Statement

Once you have created your CV and pressed 'Continue' you will be asked to answer a 'required question'. It is likely that you will be asked to provide a personal statement explaining your suitability for the post.



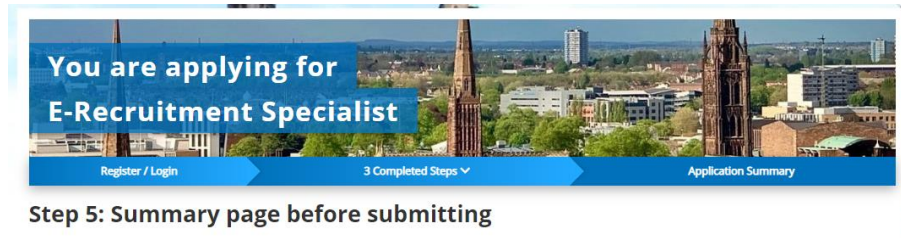
The screenshot shows the 'Step 3: Questionnaire' page of an online application system. At the top, a blue banner reads 'You are applying for E-Recruitment Specialist'. Below this is a navigation bar with five buttons: 'Register / Login', 'Profile Builder', 'Questionnaire' (which is highlighted), 'Equal Opportunities Questionnaire', and 'Application Summary'. The main content area is titled 'Step 3: Questionnaire' and contains a 'Required question:' section. The question text is: 'Please provide a personal statement explaining your suitability for the post taking into account the requirements on the person specification.' Below the text is a large, empty text box for the user's response. At the bottom of the page, there are three buttons: 'Back', 'Save and continue later', and 'Continue' (which is highlighted in yellow).

Make sure, when writing your personal statement, that your response is inline with the person specification of the role you are applying for. Focus on key areas which may be asked in the advert and give relevant examples from your current/ past employment.

This will be key criteria for when managers are shortlisting. We will be looking for responses to be comprehensive yet succinct, with relevance to the role which is being applied for.



Next steps...



Check your application before clicking submit. Once you have submitted your application you are unable to edit any details or answers.

Submit

- Keep a copy of the Job Description & Person Specification. You could be asked a specific technical or specialist question that relates to the role if you are successful to interview.
- Once you have submitted your application take a note of closing and Interview date.
- Managers do not look at applications until after the closing date, so it is unlikely you will hear anything before then.
- If you are successful at shortlisting you will receive an email inviting you in for an interview.
- If you are unsuccessful at application stage, look back at your application. How could you have completed this better? Do you meet the job requirements? Unfortunately managers tend not to give feedback at application stage, call the Resourcing Team and they can look into your application.



Need more help? Visit the Job Shop

Having problems with your application?

Or maybe just want to make sure it's the best it can possibly be?

The Job Shop is a Council-run service offering one-to-one support to those looking for a little extra help in their job search. They provide a wide range of support to all Coventry residents, of all ages, who are looking for work. The skilled team offer friendly, helpful advice, from reviewing CV's, to providing support with transport costs and all things work-related.

They are open Monday to Friday, 9.15am (Thursdays 10.30am) to 4.30pm.

Email: jobshop@coventry.gov.uk

Tel: 024 7678 5740

Address: 1 Bull Yard, Coventry, CV1 1LH

Our Coventry City Council Recruitment Team hold a Tips and Guide event at the Job Shop each month, here we will go through how to apply, how to fill out your application form and we will also be there to answer your questions. To book onto the Tips and Guide events please register with the Job Shop and book your place!

