



# North Northamptonshire Council

## Job Description

Job Title: Recruitment Co-ordinator

Post code: 23942

Grade: H

### Overall Purpose of the Job

The post holder will be the recruitment lead for Adult Social Care across North Northamptonshire Council. Utilising and implementing a number of different methods to attract and engage potential employee's for the organisation to make North Northamptonshire Council the social care employer of choice.

### Main Accountabilities

<b>Main Accountabilities</b>	
1	Carry out and implement different recruitment activities to promote North Northamptonshire Council, and in doing so attract individuals wanting to work in Adult Social Care, to become new and successful employees, enhancing the care service provided to customers.
2	Co-ordinate recruitment campaigns e.g. job fairs and career fairs. These may take place at schools, colleges and universities, but also at other venues around the county, ensuring the product on offer attracts individuals.
3	To carry out basic telephone screening of applicants/prospective employees and to filter all applications for jobs to the appropriate service using the agreed process.
4	To monitor and manage the recruitment line, internet and email enquiries to ensure prospective candidates are given the correct information.
5	To liaise with the operational part of the organisation to help identify geographical areas, individual services and types of job roles where recruitment appears to be an issue and assist in identifying and implementing strategies to resolve and improve the recruitment outcomes for these areas.
6	To analyse, evaluate and deploy a range of traditional and innovative recruitment techniques including the use of social media, mobile, viral and web to attract and engage potential employees, ensuring that any approach/strategy used is both cost effective and successful.
7	Provide monthly updates to the wider organisation on recruitment including number and types of vacancies, numbers of applications received, number of

	<b>Main Accountabilities</b>
	appointments made and demonstrating by providing feedback the effectiveness of particular campaigns and activities.
8	To review and monitor advertising arrangements and contracts for recruitment, commercial and promotional advertising and to secure tangible improvements to the ability to recruit new team members and potential new customers.

### **Safeguarding commitment**

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

# Person Specification

## Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job;

Qualification Required	Subject	Essential/Desirable
Acquired or Working towards qualification	HR or Marketing	Essential

Minimum levels of knowledge, skills and experience required for this job

Knowledge Required	Essential/Desirable
Good understanding of recruitment practices.	Essential
Understanding of equality standards and diversity issues and their impact in social care services.	Essential
Ability to demonstrate awareness / understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential

Skills Required	Essential/Desirable
The ability to organise and prioritise workload to complete both daily and weekly tasks including social media updates, website updates and dealing with queries generated through the recruitment line and applications.	Essential
The ability to work to deadlines which may be annual or monthly for example coordinating specific recruitment campaigns and activities.	Essential
The ability to actively communicate with operational management teams, both gathering information about recruitment to enable informed decisions to be made, and to also inform current initiatives, successes and potential candidates.	Essential
Good presentation skills.	Essential
Excellent customer relations and interpersonal skills.	Essential
Must be IT literate.	Essential

Experience Required	Essential/Desirable
Experience of carrying out basic screening of applicants.	Essential
Experience of the use of social media to spread a message effectively.	Essential
Previous experience in recruitment role	Desirable

Safeguarding	Essential/Desirable
Demonstrate an understanding of the safe working practices that apply to this role.	Essential

<b>Safeguarding</b>	<b>Essential/Desirable</b>
Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

**Disclosure Level**

What disclosure level is required for this post?	None	Standard	Enhanced	<b>Enhanced with barred list checks</b>
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**Work Type**

What work type does this role fit into?	Fixed	Flexible	<b>Field</b>	Home
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