

FAREHAM

BOROUGH COUNCIL

JOB TITLE: Recruitment Officer
SALARY: £32,597 - £35,863

You'll provide professional and engaging recruitment support across the Council, ensuring the effective delivery of recruitment, selection and onboarding services. You will support managers to attract, recruit and retain high-quality employees whilst ensuring a positive candidate experience and compliance with employment legislation and safer recruitment requirements.

With support and guidance, you will:

- Provide advice to managers on recruitment and selection policies, procedures and best practice.
- Coordinate end-to-end recruitment campaigns including advertising vacancies, applicant management, interview arrangements and appointment processes.
- Draft and review job descriptions, person specifications and recruitment advertisements to ensure they are clear, inclusive and attract suitable candidates.
- Support managers with job evaluation processes and recruitment approvals.
- Ensure recruitment processes comply with employment legislation, safeguarding requirements and Council policies.
- Produce contracts of employment, offer letters and associated documentation for successful candidates.
- Coordinate pre-employment checks including references, right to work, qualifications, DBS checks and medical clearances where required.
- Support the onboarding process, ensuring new employees have a positive and engaging experience from appointment through to induction.
- Maintain accurate recruitment records and ensure compliance with data protection legislation.
- Monitor recruitment activity and provide management information on vacancies, time to hire, recruitment outcomes and workforce trends.
- Promote equality, diversity and inclusion throughout the recruitment and selection process.
- Develop and maintain content on recruitment webpages and careers-related communication channels.
- Build positive relationships with managers, candidates, education providers, recruitment partners and other stakeholders.
- Support the delivery of wider HR initiatives and projects as required.
- Understand and contribute to the culture of the organisation so that what is important to the Council is delivered.

Who is the Person?

We need you to enjoy working as part of a close team, to be passionate about what you do and strive to make a difference. You'll need to be committed to the Council's values and demonstrate them in all you do.

It is important to us that you have:

- Knowledge of recruitment and selection processes.
- Knowledge of employment legislation relevant to recruitment and selection.
- Knowledge of safeguarding and safer recruitment practices.
- Excellent communication and interpersonal skills.
- Experience of providing advice and support to managers and customers.
- Experience of administrative work with an attention to detail
- An engaging personality and the ability to work in a fast-paced, hands-on and often reactive environment.
- Excellent organisational skills and the ability to balance conflicting priorities.
- A practical, self-starting ability and motivation to complete tasks and projects.
- A customer-orientated and non-judgemental approach.
- Tact, diplomacy and a commitment to maintaining confidentiality.
- The ability to work on your own initiative and be a supportive team player.
- A flexible working attitude.
- Excellent ICT skills
- The ability to remain calm in challenging situations.
- A sense of pride and determination to do a good job.

Ideally you will have experience of working in Local Government.

Our policy is to make adaptations for those who have substantial and long term disabilities. If you need an adaptation to carry out any of the above please let us know.

