

Job Description

Department:	People and Communities		
Division/Section:	Recruitment and Retention		
Job Title:	Recruitment Coordinator		
Grade:	5		
Reports to:	James Fordham		
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Recruitment and Retention Manager</div> <div style="width: 1px; height: 20px; background-color: black; margin: 0 auto; position: relative;"> └─ </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Recruitment Coordinator</div> </div>		
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>		
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Line Management responsibility for:	No. of direct reports: None No. of indirect reports: None		
Size of budget:	None		
Job Purpose:	To support Recruitment and Retention Manager and deputise for the Recruitment and Retention Manager where required. To maintain quality standards and processes for the People and Communities Directorate recruitment requirements for Permanent and Temporary Recruitment.		

Main Duties and Responsibilities:

1. Manage the timely payment of all agency staff, Consultants and Interims across the People and Communities Directorate, validating the accuracy of the timesheets and chasing through to satisfactory conclusion any queries or errors, ensuring that the Council only pay for the services delivered
2. Support the co-ordination and implementation of the Permanent Recruitment within Children's Social Care and Adult Social Care in line with procedures and policies.

3. Ensure that the department is compliant with the corporate contract for temporary /locum workers to ensure that the Council's position is protected
4. To co-ordinate advertisements for Children's Social Care, both internally and externally and to monitor/upload vacancies to the social work careers website.
5. To continuously develop processes to ensure efficiency and effectiveness in support of the Recruitment and Retention Manager for service delivery.
6. Work successfully in partnership with Heads of Service and Team Managers internally to ensure recruitment processes are followed.
7. To deputise for the Recruitment and Retention Manager where required, to offer advice and guidance for stakeholders in regard to Recruitment of Permanent and Temporary Staffing needs.
8. To coordinate the People and Communities ICT and Mobile Phone issuing and monitoring.
9. Support the Recruitment and Retention Manager with recruitment and retention focused projects, working in partnership with key stakeholders both internally and externally to ensure those projects are successful and deliver the agreed benefits
10. Ensure the Eastern Region Memorandum of Cooperation is adhered to at all times for the recruitment agency staff.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:		COMPLETED BY:	James Fordham
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