

Person Specification

JOB TITLE:	Recruitment Coordinator	POST NO:	TBC
SCALE:	5	DEPARTMENT:	People and Communities
DIVISION:	Recruitment and Retention	DIRECTOR:	Wendi Ogle - Welbourn
DATE:	12 th October 2016	COMPLETED BY:	James Fordham

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> A full and clear understanding of the needs recruitment requirements in the People and Communities Directorate(A, I) An awareness of the councils contract regulations and the impact of not complying with them (A,I) Knowledge of on line based recruitment systems and effective use (A, I) Knowledge in respect of confidential information and how to keep it secure (A, I) Knowledge and understanding of office procedures, i.e setting up systems (A, I,) 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> Excellent IT skills (A, I,W) Excellent inter-personal and organisational skills (A, I) Ability to work effectively within a team (A, I) Ability to communicate effectively, both orally and in writing with a wide range of people from various organisations at different levels; maintaining positive relationships (A, I) Ability to work autonomously with drive and enthusiasm (A, I) Demonstrate flexibility to prioritise workload and work under pressure to meet tight deadlines (A, I) 	
EXPERIENCE	<ul style="list-style-type: none"> Experience of at least 2 years working in an HR environment or a recruitment agency Experience of at least 3 years working in an office environment, following and embedding processes (A, I) Experience of effectively working as part of a team to achieve results (A, I) 	

	<ul style="list-style-type: none"> • Experience of organising events and engaging with internal and external stakeholders in a positive manner (A, I) • Experience of manipulating data for statistical purposes (A, I) • Experience of Microsoft office including setting up new data systems (I,A,W) • Experience of continuously developing and delivering a service and successfully meeting objectives (A, I) 	
QUALIFICATIONS	<ul style="list-style-type: none"> • NVQ level 2 in business administration (D) • GCSE English and Mathematics (D) 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Able to work flexibly to meet the requirements of the post and the exigencies of the service, sometimes out of office hours (A, I) 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities (A) • Understanding of the equality and diversity issues faced by external and internal providers (A, I) • Understanding of the equality agenda and the ability to address discrimination issues (A, I) 	
CUSTOMER CARE	<ul style="list-style-type: none"> • Knowledge and understanding of effective customer care (A) 	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(A) Application / (I) Interview, (P) Presentation, (W) Written Test (D) Documentary evidence.]*