

Job Description

Department:	Corporate Services
Division/Section:	People & Development
Job Title:	Recruitment & Retention Officer
Post No:	
Grade:	8
Reports to:	Senior Business Partner Recruitment & Reward
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD SD[Service Director People Operations, BI & Transformation] --> HS[Head of Service People & Development] HS --> SL[Service Lead Recruitment & Reward] SL --> SBPR[Senior Business Partner Recruitment & Reward] SBPR --> RBP[Recruitment & Retention Business Partner] SBPR --> RO[Recruitment & Retention Officer] </pre>
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: 0 No. of indirect reports: 0
Size of budget:	None
Job Purpose:	<p>To provide high quality professional advice, training and support to managers and key stakeholders to enhance awareness and maximise adoption of recruitment and retention approaches within PCC as well as ensuring processes run smoothly and on time.</p> <p>To play a pivotal role in delivering the key recruitment and retention activities, as well as contributing to the development and delivery of recruitment and retention strategies and policies.</p>

	To contribute to the promotion of PCC as an employer attractive to candidates and support the development/retention of colleagues by ensuring a positive experience for all through appropriate working practices.
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Main Duties and Responsibilities:

- **Raising awareness and adoption**

Provide recruitment & retention expertise providing advice on complicated issues, training, and support through successful relationships across Peterborough City Council.

Understand how recruitment & retention practices have been adopted within the council, the existing levels of engagement with current benefits and encourage uptake and awareness.

Support recruitment approaches and processes including effective communication of benefits to prospective candidates, starters, and transferees.

- **Benchmarking and job evaluation**

Understand what other organisations are doing and what their employment offer is (including pay) to help keep up with our competition.

Support benchmarking/research on what other authorities are doing with advertising, application, and selection processes to learn from current and newly emerging best practice to ensure our compensation and benefits approach is competitive.

Support job evaluation processes as required.

- **Design and delivery**

Support the defining, developing and delivery of recruitment and retention policies, practices and activities.

Support on projects outside of recruitment and retention to help deliver corporate objectives and strategy.

Resolve employer recruitment and retention queries and escalate complex issues to appropriate SME.

- **Monitoring and review**

Provide internal data as requested, support identification and development of recruitment and retention solutions and reports to support decision making and drive improvement throughout the business.

- **Policy**

Support the co-ordination of developing employment policies and procedures that reflect future and existing employment legislation, uphold council values, minimise risk to the council and contribute fully to the council's objectives. This must take account of all relevant legislation including equalities, data protection, safeguarding of children and adults, HMRC requirements etc.

Support the development and implementation of specific policy, procedural and guidance materials, working in collaboration with colleagues across the council.

- **Equality and Diversity**

Champion equality, diversity, and inclusivity practices including contributing to the design and delivery of attraction strategies that have a strong focus on diversity and inclusion.

- **Line Management**

Provide peer to peer support to the team of recruitment & reward partners and officers to support personal development and career progression.

Provide administrative cover during absence periods.

Generic Responsibilities:	<p>To carry out all responsibilities regarding 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:	<p>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. This will include cover during periods of absence to support the deliveries of the service.</p>
Variation Clause:	<p>This is a description of the job as outlined 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 completed 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 amend your job description following consultation.</p>

DATE:	30 Nov 2023	COMPLETED BY:	Finilised by Edward Morris-Jones
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Person Specification

JOB TITLE:	Recruitment and Retention Officer	POST NO:	
SCALE:	8	DEPARTMENT:	Corporate Services
DIVISION:	People & Development	DIRECTOR:	Mandy Pullen
DATE:	March 2023	COMPLETED BY:	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of providing recruitment and retention services in house or externally to clients to meet their recruitment needs. • Understanding of relevant legislation, national guidelines, and the impact of these on the organisation • Understand benchmarking practices. • Understanding of how projects work, knowledge of project management tools and agile approaches to change 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to generate solutions that are achievable in response to the issues/challenges. • Have the personal qualities and skills to promote open and constructive working relationship with managers and colleagues. • Have problem-solving skills, ensuring the highest level of accuracy. • Ability to make logical, well-balanced, and reasoned arguments and promote/present ideas and solutions in a focused, constructive, and clear manner. • Excellent verbal and written communication skills, with the capability to persuade and to deal with challenge positively. • Ability to self-motivate, work on own initiative, plan, organise own workload, and use a wide range of skills and techniques to ensure successful delivery of outcomes through effective use of resources and manage conflicting priorities. • Ability to collect and analyse relevant data and information from internal, regional, and national sources. • Confident in the use of Microsoft Office with the ability to use the main packages to present and promote and communicate appropriately. 	

And EXPERIENCE	<ul style="list-style-type: none"> ● Recruitment and retention services knowledge and experience: Experience of working in a recruitment and retention environment, preferably with a sector which has difficult to fill roles. ● Understanding of impact of People employment actions ● Some project management experience. 	
QUALIFICATIONS	<ul style="list-style-type: none"> ● Educated to 'A' Level standard or equivalent. ● Degree or equivalent relevant experience 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> ● Able to work flexibly to meet the requirements of the post and service, which may sometimes include out of office hours working 	
EQUALITY	<ul style="list-style-type: none"> ● Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. ● Understanding of the equality and diversity issues faced by external and internal providers. ● Understanding of the equality agenda and the ability to address discrimination issues 	
CUSTOMER CARE	<ul style="list-style-type: none"> ● Knowledge and understanding of effective customer care 	