

JOB DESCRIPTION

Job Title	Recruitment Assistant
Salary Band	16-19
Reporting to	Recruitment and Talent Partner
Directorate	Resources
Service Area	HR- Recruitment and Talent Hub
Political Restriction	N/A

1. Primary Purpose of the Post

The role of the Recruitment Assistant is to support the Recruitment & Talent Hub by providing a proactive, candidate centric service.

This role will include a variety of administrative tasks, such as right to work and other onboarding checks, raising and tracking Pos and invoices, supporting project-based recruitment activities and updating the ATS.

Creating recruitment packs, meeting and greeting candidates and supporting with attendance at assessment centres and recruitment fairs and events.

Ensuring recruiting managers are kept informed by maintaining the Recruitment & Talent Hub's Sharepoint page, updating any changes to policies and processes.

2. Key Role Specific Responsibilities

- Act as a point of support for the Recruitment Officers with posting vacancies and organising onboarding checks.
- Act as a point of support to the Recruitment & Talent Hub with project activity ensuring projects are delivered on time.
- Ensure that the Recruitment & Talent Hub's Sharepoint page is updated in a timely manner with any changes and important updates. Signposting recruiting managers to the page to enable them to self-serve, reducing the reliance on the Recruitment & Talent Hub.
- Supporting with the creation of interviewer and candidate packs, ensuring all relevant information is captured accurately and packs are distributed in a timely manner and to a high standard.
- Meeting and greeting candidates ensuring they receive a first-class candidate

experience.

- Cascading the latest vacancies to the redeployment register and maternity leave list and manage responses in line with process.
- Act as an ambassador for the Liverpool City Region Combined Authority by positively promoting the organisation as a great place to work when attending recruitment and careers events.
- Respond to email queries from recruiting managers and candidates in a timely manner ensuring the response is informative and relevant.
- Provide administrative support for the coordination of apprenticeship programmes, work placements and graduate placements.
- Raising POs and tracking invoices/payment for costs related to recruitment.
- Keeping track of new starter paperwork, ensuring documentation is scanned and filed appropriately.
- Liaising with external suppliers and partners such as jobsite reps, agencies and the Local Government Association.

3. General Corporate Responsibilities

- Support the scrutiny process established by the LCRCA.
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish.
- Promote strong, direct and effective communication and involvement with all stakeholders.
- To share and communicate a clear understanding of the LCRCA equality, diversity and inclusion priorities internally and externally.
- To adhere to LCRCA policy and procedure guidelines in all areas including Health and Safety
- To carry out such other duties as may be directed, commensurate with the grading of the post.
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise.
- Represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally.

PERSON SPECIFICATION

Service Area: Corporate Development- HR

Job Title: Recruitment Assistant

Grade: 16-19

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Level 3 Qualification or proven experience in a relevant role	E	Application
CIPD Level 3	D	Application

Experience and knowledge	E = Essential D = Desirable	Identified By
Previous experience of providing administrative and system support within a client focussed environment	E	Application & Interview
Experience of updating and maintaining information systems and databases	E	Application & Interview
Experience of working with confidential and sensitive information	E	Application & Interview
Proficient in the use of Microsoft packages and producing data reports	E	Application & Interview
Knowledge or interest in resourcing activities, such as career fairs, advertising, social media	D	Application & Interview
Working knowledge of recruitment and/or HR processes and procedures	D	Application & Interview
Experience of completing DBS and pre employment checks	D	Application & Interview

Skills and abilities	E = Essential D = Desirable	Identified By
Able to communicate effectively across all levels and use a wide range of communication methods.	E	Interview

Able to build effective working relationships with stakeholders	E	Interview
Able to be able to prioritise own workload and meet key deadlines.	E	Interview
Able to demonstrate excellent attention to detail.	E	Interview
Able to work collaboratively within a team, providing support to other team members	E	Interview
Able to use own initiative to make decisions that are appropriate to the situation	E	Interview

Personal Attributes	E = Essential D = Desirable	Identified By
Committed to developing own skills, knowledge and experience.	E	Interview
Able to demonstrate the organisations behaviours and values in day to day approach to work	E	Interview
Enthusiastic and motivated to providing excellent customer care	E	Interview

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
A commitment to the LCR and an understanding of its stakeholders	E	Interview
An ability to demonstrate our core values, including a commitment to Equality, Diversity and Inclusion	E	Interview
Willingness to contribute to a high-performance culture	E	Interview
Embed LCRCAs values of LCRCA first, Action Focused & Respect.	E	Interview

Key to Assessment Methods:

I – Interview, P – Presentation, A – Application, E – Exercise, T – Test, AC – Assessment