

JOB DESCRIPTION



Role title:	Recruitment Officer
Grade and salary:	Grade D (14-22)
Hours:	37 Hours per Week, 8am – 5pm (Core hours)
Department or Division:	Shared HR Service Centre
Location:	Force Headquarters / Agile Working
Post reports to:	Recruitment Team Leader/ Resourcing Partner
Suitable for job share or part-time:	
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
Date last reviewed:	27.7.2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

To deliver a customer focused, professional and effective recruitment and selection process to meet the high demands of the force where you will be responsible for ensuring that we provide a credible, efficient and effective recruitment service.

Working on behalf of both Derbyshire Constabulary, Leicestershire Police and East Midlands Special Operations Unit (EMSOU) you will provide expertise and guidance to our stakeholders and customers ensuring a first-class end to end candidate and hiring manager experience.

The role recruits police officers, police staff, apprentices, police community support officers (PCSO's), special constables, transferees / rejoiners, volunteers, contractors and agency staff ensuring that we provide a positive candidate experience at every stage of the recruitment process.

You will be making day to day decisions in relation to recruitment and selection tasks and provide advice and guidance to managers in relation to recruitment matters.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Being personally responsible for prioritising workloads and recruitment campaigns, balancing conflicting demands, and challenging deadlines or changes to ensure a smooth recruitment experience for candidates and the force.

- Ensuring good planning, tracking, analysing and managing of the recruitment process including service level agreements, force led recruitment targets, audit control, force policies and employment law are adhered to.
- Providing recruitment guidance and advice in line with the Employment Legislation, the Equality Act and College of Policing to make decisions regarding candidate's needs and reasonable adjustments.
- Creating job adverts and posting vacancies to appropriate external job boards ensuring they represent the force brand. Identifying and providing routes to market regarding attraction.
- Reviewing job descriptions to ensure the content is understandable, look and feel is correct. Creating application questions to be used for shortlisting candidates.
- Take responsibility for screening, sifting and shortlisting of job applications and verifying candidate's qualifications and right to work documents.
- Proactively manage candidates through each stage of the recruitment process and be responsible for preparing candidate documentation for interview and assessment, creating interview packs. occasionally sitting on interview panels, providing and receiving feedback. Sending appropriate paperwork to applicants and hiring managers.
- Working in partnership with key stakeholders, hiring managers and the wider HR teams to develop and build strong working relationships. To ensure that we deliver a strong service and provide recruitment related guidance at key points in the process. This may involve working in different offices across the region.
- Creating and checking of contracts and offers of appointment to include making decisions on several contractual details / clauses i.e. pay, continuity of service, probationary period etc. Providing accurate information directly to the payroll team.
- Comply with Data Protection Regulations (GDPR) requirements in all working practices whilst maintaining confidentiality, integrity and accuracy of security of information as appropriate, taking personal responsibility for all personal data within own working environment.
- Manage recruitment queries from internal and external customers via telephone, email and other online channels. Liaising with the wider team to support in offering accurate responses. Able to accurately retrieve, check, record and manage information to create and update records to force systems.
- Support and mentor new staff members and guide hiring managers and HR. Taking part in department workstreams to enhance the services provided and being adaptable to change.
- To carry out any other reasonable duties as and when required.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- GCSE English Language Grade C/4 or above/equivalent, or previous experience of preparing written correspondence and communicating with internal and external customers.
- Experience of working in a busy HR/Recruitment role or similar environment.
- Ability to accurately retrieve, check, record, and manage information to create and update records to force databases.

- Experience of using excellent communication skills both verbally and in writing, with the ability to produce accurate and precise written work.
- A working knowledge of applicant tracking systems (ATS) or a bespoke customer relationship management system (CRM) in addition to computer software applications, including Excel, Word and Outlook.
- Proven ability to organise and manage own workload, making decisions to meet force deadlines and maintaining confidentiality.
- To build trusted relationships, influencing and challenging decision-making and managing expectations.
- Providing sound recruitment advice and guidance to internal and external customers relating to policies and processes.
- Experience of processing confidential information.

Desirable:

- Qualified to a Personnel Practice level 3 or equivalent.

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.