



HR Shared Service Staffordshire Police and Staffordshire Fire and Rescue - Role Profile

HR Recruitment Assistant (Police and Fire)

Grade/Rank:	E
Directorate:	People & Resources
Reports to:	HR Recruitment Team Supervisor
Direct Reports:	N/A

Role Purpose

As part of a centralised HR shared service center providing generalist HR and recruitment advice to support Police, Fire & Rescue and the Commissioner's Office. You will lead on the recruitment activity for Fire and Rescue Service.

Your work is likely to be tactical, and focused on the day-to-day delivery of tasks. You'll be responsible for liaising with managers, HR team and the recruitment team to gather information to utilise this to understand your work, organisation and profession.

Key Tasks and Responsibilities:

Generic Key Tasks and Responsibilities:

Be an initial point of contact for HR Shares Services to deal with day to day enquiries from internal and external customers either by telephone, email or in person.

Responsibility for the co-ordination and development of recruitment systems and processes from initial requirements through to appointment

Be the initial point of contact for recruitment support and guidance to managers across the Service and Force.

Undertake generalist transactional and administrative HR activity aligned to recruitment.

Take the lead on providing recruitment advice and guidance in a consistent and accurate manner, ensuring that any recruitment activity complies with the legislative framework.



Provide support and advice to hiring managers, HR Business Partners and HR Officers in respect of recruitment policies and procedures. Respond to recruitment enquiries from internal and external candidates either by telephone, email or in person. Design recruitment processes and procedures, including assessment centres to ensure an efficient and effective recruitment service. Support and design of promotion processes at all levels for operational and support posts ensuring that these are able to measure the relevant competencies as required. Deliver training to manager and staff in respect of the recruitment process and assessment skills. Arrange psychometric and ability testing and support with the design of work related. Have a full operational understanding and maintain competency at the advanced level of the Applicant Tracking System to assist in the implementation of any agreed changes with the support of the wider recruitment team. Help compile reports and analytics on recruitment activity. Oversee the recruitment processes to ensure continuous improvement and development. Support positive action activity as and when required. Ensure recruitment record keeping is in line with legal, data protection, audit requirements and retention period. Manage the process of recruiting temporary staff, liaising with suppliers and ensuring the terms are adhered to during any placement. Coordinate the delivery of the Corporate Induction process. Provide guidance and assistance to managers and staff of the job evaluation system. Ensure all pre employment checks are carried out appropriately, maintaining an up to date knowledge of the Disclosure and Barring System and requirements. Provide advice to managers of DBS requirements relevant to specific roles. Provide support to the administration function at peak periods and during periods of absence due to leave or otherwise.

And to be accountable for: (ie responsibilities held by others but measured and owned by this role) N/A

WORKING TOGETHER
KEEPING COMMUNITIES SAFE



Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	2
	Managing Sensitivities/Political Savvy	2
We take ownership	Customer Service	2
	Maintaining Accuracy/Sustainable Working	2

Inclusive, enabling and visionary leadership1a

We are collaborative	Partner Working	2
	Managing Complexity/Strategic Planning	2
We deliver, support and inspire	(self) Leadership	2
	Supporting Colleagues/Coaching & Mentoring	2

Intelligent, creative and informed policing

We analyse critically	Problem Solving	2
	Situational Judgement	2
We are innovative and open-minded	Continuous Improvement	2
	Futurology	2

Education, Qualifications and Experience

Essential:

Desirable:



<ul style="list-style-type: none">• CIPD Level 3 Qualified or currently working towards.• Experience of working within a customer service environment and be able to demonstrate the delivery of a high standard of customer service.• Experience of undertaking administration processes with the ability to keep accurate records, both manual and computerised.• Experience of managing competing deadlines and delivering results through effective planning and organising of work, whilst maintaining quality standards.• Experience of windows based applications including Microsoft Office packages.• Experience of working as part of a team and be able to demonstrate the ability to build effective working relationships within the team environment.	<ul style="list-style-type: none">• Experience of working a Recruitment ATS (applicant tracking system)• Experience of Public sector recruitment processes
--	---

Skills Matrix (See Skills Matrix)				
Essential:	Desirable			
<ul style="list-style-type: none"> Effective interpersonal skills demonstrating the ability to communicate clearly and concisely The ability to prioritise own time and workloads, working methodically and with minimum supervision. 				
Leadership Passport Level	Practitioners & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1	2	3	4

* Indicates that training will be provided as part of the role in this skill

Special Conditions				
Own car for business use	Yes			
Higher level vetting required	No			
Requirement to wear Uniform	No			
Requirement for post entry training	No			
Fixed Hours	No			
Weekend working expected	Occasionally			
Shift allowance	No			
Fixed term or temporary role	Fixed Term 12 Months			
Politically Restricted	No			
On call/standby rota	No			
Flexitime Role	Yes			
Notice Period	1 week	28 Days	1 month	3 months

Agile Profile (See Agile Matrix)					
Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
4	5	3	4	3	3