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**PG**

**8007**

**Post Specification**

**Business Support**

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| **Date** | **September 2023** |
| **Post Title** | CFRS Resourcing & Talent Administrator |
| **Job Family Role Profile** | **BS6**  |
| **Final Grade** | **6** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post**  |
| To work as a part of the Resourcing, Talent and Wellbeing team providing efficient, accurate, and responsive recruitment and administration support, ensuring the successful delivery of a of high-quality recruitment service. To support the recruitment process, ensuring a welcoming and supportive candidate journey and excellent customer service.  |
| **Key job specific accountabilities** |
| 1. Support with candidate attraction mechanisms, such as advert copywriting, uploading vacancies, liaising with relevant jobs boards, and implementing social media as directed by the wider team.
2. Liaise with external candidates, answering queries and providing excellent customer service, promoting our job opportunities and our employer identity.
3. Support with the application process, downloading application forms, sending the relevant information to the recruiting manager, and compiling confidential monitoring data in the required spreadsheets.
4. Support with the processing of candidate and employee information, including the maintenance of candidate pools and supporting the full spectrum of the candidate journey.
5. Where required, support with the coordination of selection or assessment days*.*
6. Provide pre-employment support by coordinating pre-employment checks, including DBS, in order to support appointment timescales. Follow the required procedures and processes to ensure compliance and to meet GDPR requirements.
7. To support service development through making recommendations for improvement which are relevant to the specific service area, including systems and procedures.
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * None
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| **Staff Management Responsibilities** | * None
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| **Data Responsibilities** | * Responsible for candidate and employee data
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| **Other** | * None
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * NQF or NVQ Level 2 or 3, or equivalent experience or knowledge in the relevant work area.
* Experience of recruitment admin, candidate support and talent management.
* ICT literate.
* Experience of MS office software.
* Strong coordination, organisation, and administration skills.
* Can demonstrate a working knowledge of recruitment and pre-employment processes and procedures.
* Proven experience of using databases and manual record systems;
* Proven experience of the maintenance of accurate records and working to deadlines
* Proven experience of delivering an enhanced customer service
* Ability to work across service areas both flexibly and adaptable to change.
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| **Disclosure and Barring Service – DBS Checks** |
| * This post requires a DBS check.
* The level of check required is:
	+ DBS Standard
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| **Job Working Circumstances** |
| **Emotional Demands** | * None
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| **Physical Demands** | * None
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| **Working Conditions** | * Agile working, office based
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| **Other Factors** |
| * None
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