

Job Description



This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: Resourcing Coordinator

Location: Hybrid/Teith House

Reports to post (Title): Resourcing Adviser

Service: Workforce Planning & Organisational Development, People & Community Wellbeing

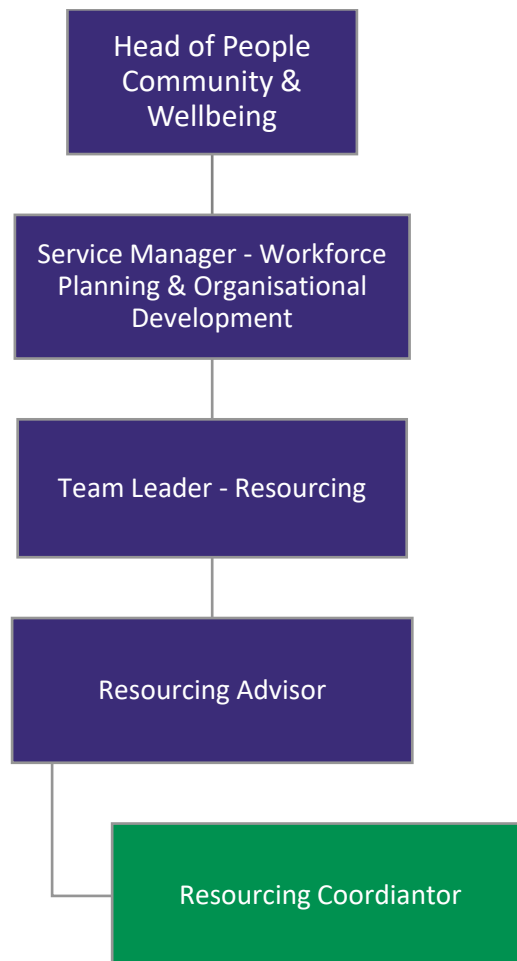
Grade: JE07

Eval Ref: 3681

Date: August 2023

Section B

Organisational Relationship



- The post-holder will report to the Resourcing Adviser. The post-holder is part of the Workforce Planning and Organisational Development team working in collaboration with operational staff and managers.

Section C

Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

- The primary purpose of this post is to support the Resourcing Adviser in the co-ordination of end-to-end recruitment process for a range of internal and external vacancies, ensuring an excellent service is provided to our recruiting managers and to provide an outstanding candidate experience for applicants and new employees.
- The post holder will:
 - Support the Resourcing Adviser in design and implementing recruitment campaigns in a way which meets business needs and adheres to the relevant Council policies
 - Coordinate and carry out activities related to the end to end recruitment and onboarding process, including pre-employment checks and preparation for new employees starting in their role.
 - Operate within the Workforce Planning & Organisational Development team, working to help achieve the overall objectives of the service.

Section D

Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

- Reporting to the Resourcing Adviser, work with services within the remit to implement planned recruitment campaigns.
- Providing guidance to the Workforce Planning & Development Assistants, monitor the end to end recruitment process including application and selection processes, pre-employment checks and preboarding and onboarding activities.
- Assist the Resourcing Adviser in the implementation of robust assessment and testing activities to support effective selection of the best candidates for the role, coordinating and administering these activities effectively.
- Operate within Council policies as they apply to recruitment and onboarding, ensuring safe and effective recruitment.
- Provide accurate and timely transactional responses and communication with candidates and hiring managers, responding to queries and requests as appropriate and working with the Resourcing Adviser to resolve issues.
- Work to challenging 'time to hire' performance indicators, ensuring the responsibilities of the role are carried out in such a way as to ensure that the time between vacancy requests and candidate onboarding is as short as possible, whilst maintain the integrity of the recruitment process and ensuring safe recruitment practices. Report closely to the Resourcing Adviser in order to achieve this.
- Implement effective preboarding and onboarding activities to ensure an optimum candidate and new employee experience and to maximise productivity for the new employee as quickly as possible in their role.
- Protect the Council's approach to robust but open and fair competition whilst ensuring a positive approach to increasing diversity within the workforce
- Maintain accurate records and provide data to be used in data analysis, informing sound decision-making. Continuous development of data analysis through software applications.
- Support the maintenance of HR systems, following established processes.
- Carry out any other duties appropriate to the grade and function of the post.

Section E

Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget

- Handling/processing of personal employee data in relation to recruitment and onboarding.
- Ensuring information and data held on systems is accurate and available as required by managers.
- Purchase to pay processes, ensuring prompt payment of invoices.
- To ensure appropriate use and monitoring of team and shared resources, e.g. laptops, AV equipment.

Section F

Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

- The role requires well developed interpersonal and communication skills in order liaise effectively with hiring managers and candidates, ad with other colleagues across the Council. Must be able to communicate fluently both verbally and in writing.
- The post holder will regularly deal with a wide range of stakeholders, typically:

Internal: Hiring Managers, Workforce Planning & Organisational Development colleagues, HR, and colleagues across Council services.

External: Partner organisations, recruitment candidates, recruitment agencies, External Suppliers.

Section G

Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Able to work autonomously at times under the close direction of the Resourcing Adviser.
- Able to exercise sound judgement within the remit of the role.
- Able to work for focused periods of time
- Able to use discretion and judgment in dealing with confidential and sensitive matters.
- Able to communicate effectively
- Able to prioritise workload on a daily and weekly basis.
- Able to be proactive, flexible and creative in approach to main duties and responsibilities.
- Able to work to deadlines and liaise effectively with colleagues.
- Able to work to the standards as set by internal and external agencies.

Section H

Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g.

Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- The Post will be based on a hybrid working model with an estimated 3 days in office, however this may increase in line with business needs. Travel to locations across the Stirling Council area will be required.
- Able to deal with competing demands from allocated Council services within the remit.
- Out of hours working may be required on an occasional basis, and flexibility is necessary to deliver required outputs against tight deadlines.

Section I

Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

- Educated to SCQF level 6 in a relevant subject area and experience in learning needs analysis and learning & development planning.
- Foundation Membership of CIPD.
- Experience of planning and coordinating recruitment campaigns, with sound organisational skills.
- Understanding and appreciation of the importance of an outstanding candidate and new employee experience, with a desire to continuously improve this.
- Able to develop and continuously improve essential processes in relation to recruitment.
- A sound understanding of Microsoft Office suite, confident digital user and a curiosity to explore the opportunities that digital can bring to the team and the organisation.
- Open to new ideas and innovative ways of working
- A proven ability to engage and motivate others.
- Effective communication skills, both written and verbal.
- Ability to exercise sound judgement and decision-making, within the bounds of the role remit.

Desirable Criteria:

- Knowledge of the key challenges and opportunities facing the public sector both now and in the future