

 <p>Xentrall Shared Services Delivering Excellence for All</p>		JOB DESCRIPTION	
Directorate: Xentrall		Service Area: Xentrall HR and Payroll	
JOB TITLE: HR and Recruitment Assistant			
GRADE: F			
REPORTING TO: HR and Recruitment Team Leader			
1. JOB SUMMARY:			
<p>You will be responsible for assisting in the delivery of transactional HR and Recruitment matters.</p> <p>You will be required to have a knowledge across the customer base including many customers external to the local authorities that operate on a separate contract and service level agreement basis.</p> <p>This will require you to develop knowledge of various terms and conditions of employment and multiple processes and procedures.</p> <p>You will be responsible for ensuring the service is provided to a high standard and in a timely manner to meet legislative requirement.</p> <p>You will have strong interpersonal skills and the ability to work proactively with a range of internal and external customers. The job involves working to strict deadlines and you should be able to manage conflicting priorities and have excellent time management skills.</p>			
2. MAIN RESPONSIBILITIES AND REQUIREMENTS			
	1.	To be responsible for administering a range of recruitment tasks and these will vary across local authorities, schools and academies. You will need to understand the various recruitment processes and carry out tasks in accordance with each customers requirement.	
	2.	To be responsible for ensuring any requests for advertising received from schools and academies are correctly authorised. Advertise vacancies using approved sites, ensuring all necessary documentation is complete. This will include when necessary extending any closing dates or re-advertising of posts as agreed with the customer.	
	3.	To be responsible for preparing and issuing relevant employment correspondence to successful candidates including offer letters and contracts of employment within legal guidelines and timescales.	
	4.	To be responsible for the administration of pre-employment checks including, identification documents, proof of right to work in the UK, evidence of qualifications, online DBS (Disclosure and Barring Service) checks, health checks, references, checks on gaps in employment, if not already carried out etc. This will include chasing up of non-receipt of information and clarifying any issues with lead officers.	
	5.	To be responsible for ensuring the recruiting lead officer is informed of the outcome of clearances undertaken and raise any issues found accordingly and obtain start dates for successful candidates.	

6.	To assist in the production of Written Statement of Particulars (Contracts of Employment) and variations to contracts, ensuring they are produced in accordance with legislative and company requirements.
7.	Update the HR and Payroll system with any information to be stored in the document management system and update any information not automatically transferred from the Recruitment Portal. Where appropriate, set up personal file in accordance with customer requirements.
8.	To assist in carrying out DBS (Disclosure and Barring Service) checks and renewal process for customers under service level agreements.
9.	To assist the HR and Recruitment Team Leader and HR and Recruitment Officer in processing of HR related work such as probation, right to work, long service awards.
12.	You will be responsible for ensuring all work is carried out in an organised and effective manner to ensure all work is delivered within deadlines.
13.	You will be responsible for ensuring a high degree of accuracy in work produced using associated systems and procedures.
14.	You will be responsible for establishing excellent relationships with customers and maintain a positive service provision.
20.	Fully utilise IT systems provided and work with other members of the Xentrall HR Team in the development and use of systems and procedures.
21.	Participate in any training and development opportunities and undertake any such personal development and training as may be necessary to effectively perform the duties and responsibilities of the post.
22.	Identify ongoing system improvements which may be necessary through changes in legislation, processes or customer requirements.
23.	Build effective relationships with external customers and suppliers in order to maintain and develop commercial relationships.
24.	Proactively promote the service and identify commercial opportunities for further consideration.
25.	To be responsible for ongoing information governance requirements and maintaining the integrity of the payroll system and associated documentation.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all customers both internal and external receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated: December 2020



PERSON SPECIFICATION

Job Title/Grade	HR and Recruitment Assistant	
Directorate / Service Area	Xentrall Shared Services	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Relevant CIPP/CIPD qualification or equivalent level of experience • GCSE Level A-C Maths and English or equivalent 		Application form/certificates
Experience	<ul style="list-style-type: none"> • Customer service experience • Admin experience • Experienced in using ICT effectively, including Microsoft Office and online portals 	<ul style="list-style-type: none"> • Experience of using HR/Payroll systems 	Application / Interview/references
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to prioritise work and meet deadlines • Able to work to a high level of accuracy with good attention to detail • Good communication skills, both written and verbal, and the ability to develop excellent working relationships • Ability to work as part of a team as well as demonstrating own initiative • Ability to work effectively towards performance targets 	<ul style="list-style-type: none"> • Understanding of local authority and locally agreed terms and conditions of employment including pay and grading • Awareness of legislation relevant to HR and Recruitment 	Application / Interview/references

Specific behaviours relevant to the post	<ul style="list-style-type: none">• Confidentiality and personal integrity• Able to think innovatively and creatively and be willing to accept change• Strong team working ethos		Application / Interview
Other requirements	<ul style="list-style-type: none">• Demonstrable potential for further development		Interview/References

Person Specification dated: December 2020