
 Stockton-on-Tees BOROUGH COUNCIL		 Xentrall Shared Services Delivering Excellence for All		JOB DESCRIPTION	
Directorate: Xentrall Shared Services			Service Area: Xentrall HR & Payroll		
JOB TITLE: Apprentice HR & Recruitment Assistant					
GRADE: National Minimum Wage for Age					
REPORTING TO: HR & Recruitment Team Leader					
APPRENTICESHIP QUALIFICATION: HR Support - Level 3 Duration: 18 months					
1.		JOB SUMMARY: To be responsible for assisting in the delivery of transactional HR and Recruitment matters. To develop knowledge of various terms and conditions of employment, multiple processes and procedures, and our customer base including many customers external to the local authorities who operate on a separate contract and service level agreement basis. To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience			
2.		MAIN RESPONSIBILITIES AND REQUIREMENTS			
	1	To be responsible for administering a range of recruitment tasks which 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 job vacancies received from schools and academies are correctly advertised using approved sites, ensuring all necessary documentation is complete. This will include when necessary, extending 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. 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, raise any issues found and obtain start dates for successful candidates.
	6	To issue 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 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 in processing of HR related work such as probation, right to work, long service awards.
	10	To be responsible for ensuring all work is carried out in an organised and effective manner to ensure all work is delivered within deadlines.
	11	To be responsible for ensuring a high degree of accuracy in work produced using associated systems and procedures.
	12	Fully utilise IT systems provided and work with other members of the Xentrall HR Team in the development and use of systems and procedures.
	13	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.
	14	Identify ongoing system improvements which may be necessary through changes in legislation, processes, or customer requirements.
	15	Build effective relationships with external customers and suppliers in order to maintain and develop commercial relationships.
	16	Proactively promote the service and identify commercial opportunities for further consideration.
	17	To be responsible for ongoing information governance requirements and maintaining the integrity of the payroll system and associated documentation.

3. GENERAL

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, 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.

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.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated: 24 April 2023

PERSON SPECIFICATION

Job Title/Grade	Apprentice HR & Recruitment Assistant	National Minimum Wage for Age
Directorate / Service Area	Xentrall Shared Services	Xentrall HR & Payroll

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Level 2 English Language & Maths qualifications - GCSE at Grade C / 4 or above or equivalent Level 2 Functional Skills (Predicted Grade or Obtained)</p> <p>PLEASE NOTE: You must not hold a CIPD HR Qualification.</p>		Certificates & Application form
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative		Application / Interview
Knowledge & Skills	<p>Communication skills - listening, spoken and written.</p> <p>Ability to understand and apply guidance, regulations, and written instructions.</p> <p>Ability to work independently, using initiative</p> <p>Ability to prioritise work and meet deadlines</p>	<p>Awareness of legislation which affects recruitment</p> <p>Awareness of safe recruitment</p> <p>Awareness of local authority terms and conditions of employment, including pay and grading</p>	Application / Interview

	Be articulate and able to converse confidently in a pleasant and professional manner. Attention to detail ICT skills (e.g.use of Microsoft Office)		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Committed to own personal development Flexible approach to work Committed to providing excellent customer service		Application / Interview
Other requirements	N/A		N/A

Person Specification dated: 24 April 2023

 Stockton-on-Tees BOROUGH COUNCIL		 Xentrall Shared Services Delivering Excellence for All	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Xentrall Shared Services		SERVICE AREA: Xentrall HR & Payroll	
JOB TITLE: Apprentice HR & Recruitment Assistant			
GRADE: National Minimum Wage for Age			
JOB LOCATION / BUILDING: Bayheath House, Stockton on Tees			
REPORTING TO: HR & Recruitment Team Leader			

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		N
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		N
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		N

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		N
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		N

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> o Inhaled, e.g., lead dust, fume or vapour. o Ingested, e.g., lead powder, dust, paint or paste; or o Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		N
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		N
Working at Heights - Safety Critical: Employee will be required to work at a height .		N
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		N

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		N
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		N
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		N
Lone Working (including Home Working): Employee will be required to work alone.	Y	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	Y	
Any Other: Please identify any other known risks associated with this job role.		N

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Joanne Vowles

Date: 24 April 2023