



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

JOB TITLE: Recruitment Administrator - Directly Provided Services

DEPARTMENT: Governance Services

LOCATION:

GRADE: [East Sussex Single Status Grade 4](#)

RESPONSIBLE TO: Marketing and Content Officer

Purpose of the Role:

Directly Provided Services consist of providing services to Adults with Learning Disabilities or Older People who are aged 18 and above. The services range from day centres, community services (supporting clients accessing community services), support adults with learning disabilities gaining employment, residential care, supporting adults with learning disabilities living in their chosen home setting and intermediate care which is providing short term rehabilitation to help people to regain independence to remain at home.

There are a number of Support Worker vacancies in some of these services due to additional funding provided and a current competitive job marketplace for jobseekers. This role is vital to support the Marketing and Content Officer with their advertising initiatives to fill the vacancies and support managers of these services being able to process preferred candidates' pre-employment checks as quickly as possible so they can start their job role.

Key Tasks:

1. Support busy front-line managers with recruitment administration to ensure the recruitment process is as efficient and effective as possible and keep managers informed of the recruitment progress.
2. Add job adverts to the recruitment system on the managers behalf and check adverts are look consistent if they are for the same service and upload to adverts necessary leaflets and application information.

3. Deliver administrative services to ensure an effective and timely recruitment and selection service to all applicants and recruiting managers of the Adult Social Care and Health, Directly Provided Services, adhering to HR&OD guidelines, policies and procedures. For example, arranging interviews, supporting the process of new starter forms, setting up staff on the HR database and welcome packs being sent out.
4. Improve time from offer to hire by checking documents at interview, following up with candidates for any further documents required and taking verbal recruitment references.
5. Support the Marketing Officer with advertising and promotion of Support Worker roles. This may involve setting up recruitment fairs such as booking locations and refreshments, creating posters for the event, liaising with various advertising parties and organising invoices.
6. Support the Marketing Officer with social media posts.
7. Field telephone enquiries about job roles and explain services and job vacancies.
8. To provide guidance to applicants, managers and employees on the recruitment and selection process including using the recruitment system to set up adverts and follow the selection process.
9. To undertake other administrative duties and general office duties such as filing and Photocopying to support recruitment and selection processes and projects, as required.
10. Work closely with HR&OD colleagues, particularly Recruitment Support, to ensure consistency of practice.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Methodical and organised approach to work.
- Ability to prioritise workload to achieve required outcomes.
- Ability to meet required deadlines.
- Attention to detail.
- Ability to communicate concisely, orally and in writing using plain English to convey clear messages.
- Excellent customer service skills, telephone manner and ability to communicate with a range of audiences.

Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- QCF Level 2 including Maths and English or able to pass assessment at interview

Essential knowledge

These criteria will be assessed at the application and interview stage

- Understanding of the role of the Council.
- Working knowledge of Microsoft packages e.g. Word, Excel, Outlook.

Desirable knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of the function of HR&OD within an organisation.
- Understanding of 'best practice' in terms of employment policies, practices and procedures including health and safety legislation.
- Understanding of the Council's priorities and objectives.

Desirable experience

These criteria will be assessed at the application and interview stage

- Delivery of customer service.
- Experience of working in an office environment.

Other essential criteria

These criteria will be assessed at the application and interview stage

- Self-motivated
- Positive approach.
- Commitment to the delivery of excellent customer service.

Date (drawn up): June 2022

Reference of Officer(s) drawing up person specifications: Emily Liebig/ Warwick Smith

Job Evaluation reference:

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No