



Role Profile - Part One

Please complete all sections on this form in the white boxes provided. # indicates should be overwritten.
Please use Tahoma/Verdana/Arial 10 font throughout.

Recruitment Administrator					Dept/LPA	HR
		Required Vetting Level	RV	PIP Level	ICF USE ONLY	

Grade/Rank	Scale 3					
Responsible to	Recruitment Manager					
Staff Managed	None					
Reviewed by (Line Manager)	Louise Silverton			Date	10/08/2023	

Purpose of Job	To provide and support high quality administrative services to the recruitment team.					
	1. Act as a point of contact for matters relating to the administration of recruitment activity. 2. Maintain accurate records using a variety of computer systems both internal and the AIMS college Of Policing system. 3. To compile the recruitment Routine Orders entry each week. 4. Assist with the administrative support required for interviews and assessments. Creation, monitoring and maintenance of learning/training management systems and action access requests and general queries from users. 5. Interrogate records and produce management information reports from recruitment data as required 6. Take and produce notes at recruitment related meetings as required. 7. Maintain and prepare supplies required for assessments and interviews and order as necessary. 8. Maintain mailboxes by responding to correspondence received in a timely manner. 9. Chase candidates by phone and or email as directed by the team leaders in relation to assessments or outstanding eligibility checks and documents. 10. Develop and maintain effective working relationships to build resilience between teams, promote best working practices and streamline processes. 11. To give regular and effective service.					

Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, information security policy, procedures and legislation.					
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Role Profile - Part Two

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Education/ Qualifications Required	Essential: Educated to Educated to QCF Level 2 (3-5 passes) OR work experience deemed to have brought the post holder to a comparable level.
Experience Required	Essential: • Administrative experience in a busy office using a range of office systems • Familiarity with manual and computerised systems • Ability to work effectively as part of a team • Methodical, well organised and able to prioritise and manage own workload • Computer literacy with good keyboard skills • Ability to work on own initiative, unsupervised Desirable: Knowledge of police organisation and structure

Now complete the Part Three Proforma that arrived with this document. Help is available by phoning the Role Profile Helpline on 471-1147.

Recruitment competencies	We are Emotionally Aware at Level 1 (mandatory) We Analyse Critically Level 1 We Take Ownership Level 1 We are Collaborative Level 1 Integrity
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Please email to **CVF mailbox**