



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 Assistant Advisor					Dept/LPA	
		Required Vetting Level	RV	PIP Level	ICF USE ONLY	

Grade/Rank	Scale 5				
Responsible to	Recruitment Advisor				
Staff Managed	None.				
Reviewed by (Line Manager)	Louise Silverton	Date	10/08/2023		

Purpose of Job	To provide and support high quality and effective specialist HR services to customers with reference to Police regulations and employment law relevant to the scope of the role.
Key Accountabilities (outcomes of employing someone in this role)	1. To create advertisements and application forms in the recruitment system. Based on the information gathered by the Talent Attraction Advisor in their initial discussions with the manager. 2. To respond to requests for information from candidates, ensuring that sufficient, accurate and timely information is distributed. 3. To engage with managers to ensure that that recruitment process progresses smoothly 4. To collate data relating to the number of applications sent, received and processed through to selection. 5. To prepare material to allow managers to shortlist and to support assessment and interviews ensuring that managers receive accurate and timely information. 6. To attend and support bulk assessment processes 7. To respond to general face-to-face, telephone or e-mail enquiries relating to recruitment issues and to ensure levels of service are maintained in the absence of the Recruitment Officer. 8. To prepare paperwork as needed for newly recruited staff where these are not automatically generated by the system, and to process any subsequent amendments in an accurate, efficient and timely manner. 9. To notify all relevant departments of new employees and transfers / promotions as required. 10. To use and maintain a variety of manual and computerised record keeping systems always ensuring the accuracy and relevance of the data stored, in order to provide efficient, accurate and timely reports to the constabulary on request. 11. To participate in external events to promote the work of the constabulary with a view to attracting candidates to apply for posts. 12. To give regular and effective service. (mandatory)

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. #Enter any special features, conditions, requirements etc.,
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Education/Qualifications Required	Essential Educated to QCF Level 2 (5 passes) or to have undertaken work experience deemed to have brought the postholder to a comparable level Desirable Level 3 Certificate in HR practice or Business Administration
Experience Required	Essential Administrative experience in a busy, customer service focused office environment, with frequent direct contact with customers. Good working knowledge of using IT systems including spreadsheets and word processing. Experience in a role that requires multi-tasking. Able to communicate clearly and professionally both verbally and via email. Desirable Working knowledge of relevant UK employment legislation and police regulations. Experience of working in a multi-site organisation.

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	#please copy and paste up to eight (no more) competencies and/or values (must include 'We are Emotionally Aware') from the Role Profile Part3 that will be evidenced by applicants to the role during the recruitment process.# We are Emotionally Aware at Level 1 (mandatory) We Analyse Critically Level 1 We Take Ownership Level 1 Integrity
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Please email to **CVF mailbox**

