



ROLE PROFILE

Post Title:	Recruitment & Resourcing Assistant	
Grade:	LC 4 - 5 (Progression arrangements apply)	JE: 1865
Location:	Headquarters - Human Resources	
Responsible to:	Recruitment & Resourcing Officer	

Job Purpose:

To support the Recruitment & Resourcing team in the delivery of all aspects of resource/workforce planning, including succession planning, vacancy management, organisational change and recruitment and selection.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To assist in the delivery of a customer focused administrative service ensuring that the Constabulary meets all HR priorities.
- To deal with internal and external enquiries by telephone, correspondence or personal contact and to liaise with internal and external customers and stakeholders as required.
- To assist in the development and implementation of HR administrative procedures to facilitate effective and efficient working practices.
- Update, amend and maintain personal records, general files and computerised system in an appropriate manner, utilising them to deal with enquiries.
- Assist in the preparation and analysis of management information, producing reports and statistics as required.
- To take a pro-active approach to problem solving which focuses on solutions aiming for continuous improvement in the services provided.
- To administer all stages of the vacancy approval process from initial request through to publishing the advert.

- To service resourcing meetings, including Strategic Resourcing Board, Corporate Redeployment Panels for Police and Staff, and local Resource Management Group meetings.
- To provide administrative support to the implementation of organisational restructures and workforce modernisation programmes, including shift rota changes.
- To support in the delivery of the HR performance indicators and service level agreements.
- To support the HR SMT in order to meet operational demand. Whilst the post holder will have primary responsibility within their designated portfolio, there is an expectation that they will assist throughout the HR Department as required by organisational need.
- Keep up to date with changes to working practices in HR supported by the organisation and to implement and share best practice with colleagues.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

Intelligent, creative and informed policing

We analyse critically	1	Interview/Assessment
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
	Level 3 CIPD certificate or equivalent	Application Form
Knowledge / Experience		
Experience of producing accurate written information and demonstrate a high level of attention to detail	Experience of working within a Human Resources background, applying policies and procedures	Application Form/Interview
Experience of updating and obtaining data from IT systems	Experience of administering recruitment, resourcing and/or organisational change initiatives	Application Form/Interview
Experience of communicating clearly with internal and external contacts in a courteous and diplomatic manner		Application Form/Interview
Experience of maintaining strict confidentiality, using tact and diplomacy where applicable		Application Form/Interview
Experience of working with minimal supervision, organising and prioritising own workload		Application Form/Interview
Ability to solve problems logically and systematically		Interview
Experience of working to conflicting deadlines and tight timescales within a busy environment		Interview
Experience of using Microsoft Software Applications, including Excel		Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants

Demonstrates a flexible approach to working practices and hours.		Interview
Ability to travel on Constabulary business		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the most suitable candidate can be selected based upon any combination of assessments that is deemed appropriate.

Date last updated: April 2019

Progression arrangements

Recruitment and Resourcing Assistant

LC 4 – LC 5

The following arrangements are all subject to the needs of the post and not the post holder and can be superseded by management appointment if there is a demonstrable link to PDR

LC 4 - Upon appointment

LC 5 - After proven satisfactory and assessable performance in the post at LC4 Level and able to demonstrate (with minimal supervision) the ability to carry out tasks as follows:

- Regularly undertaking basic research, collating a range of facts and information from various sources prior to analysis and evaluation, and preparing management information for interpretation by self or others.
- Consistently producing high quality routine correspondence
- Regularly providing accurate and timely advice and guidance to managers relating to HR policies and procedures
- Evidencing a comprehensive knowledge and understanding of HR systems and processes
- Consistently providing a high level quality of service

Note

Assessable performance will be determined by the first line manager and evidenced through PDR

It is the post-holders responsibility to apply for progression arrangements by demonstrating that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements