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| **RECRUITMENT AND RESOURCING ASSISTANT**  **SALARY GRADE: HBC3** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| The Recruitment and Resourcing Assistant is a pivotal role within the Efficiency, Resourcing and Recruitment Team and brings with it the opportunity to support an established team on varying administrative tasks, as well as internal projects.  The post holder will report to the Agency Contracts Manager supporting with the maintenance of the Council establishment, providing oversight on agency worker procedures, as well as supporting recruitment processes and the management of DBS checks.  More specific responsibilities include:   * Providing advice and support in relation to recruitment and resourcing requests received into the team * Considering requests for agency workers received via the I Want HR portal and monitoring agency placements * Working closely with colleagues at Connect2Halton to ensure the smooth and efficient application of the Agency worker contract * Responding to queries received via the Agency, Recruitment and School Recruitment inboxes, including collating Requests to Advertise as part of the vacancy management process. * Using a wide range of IT systems to assess and verify information, operating and advising on internal HR portals and policies, the Applicant Tracking System, Document Workflow systems and the HR / Pay system, ensuring they are up to date, auditable, and data / documentation is accurate and processed in line with work protocols * Maintaining and updating service structures within the HR system relating to post changes, leavers, new posts and restructures * Supporting with documentation updates, verification of pre-employment checks, and with recruitment and resourcing projects * Analysing and assessing data related to expenditure and usage, and supporting with the production of reports * Creating and maintaining electronic and payroll records for new starters; ensuring accurate and timely input of information and indexing of documents using a range of HR systems * Assisting with the management of the DBS processes, including renewals / re-checks * Providing additional support across the wider HR Operations Team where necessary * Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job | |
| About You | |
| You will hold 5 GCSEs which must include Maths and English at level C / Grade 4 or above.  In addition you will have:   * Excellent customer service skills with the ability to effectively communicate both verbally and in writing * Experience in updating databases and electronic systems, including the ability to use Microsoft Office and web-based systems, to draft, process, and publish information, and data, in an electronic, professional format * Team focused with the ability to work collaboratively with colleagues and managers to deliver team objectives, as well as demonstrating initiative and working independently * Numeracy, analytical and problem solving skills to make evidence-based decisions with the ability to carry out work in a logical sequence, operating a variety of admin systems with attention to detail and accuracy * Basic knowledge of HR function, policy, and process, including an awareness of Agency Worker regulations and knowledge of recruitment processes * An understanding of how organisations are structured, and the role of Local Government * The ability to act as a counter-signatory for Disclosure and Barring Service (DBS) checks   The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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