

## JOB DESCRIPTION

<b>Job Title</b>	Recruitment Officer		
<b>Directorate</b>	HR and Operations		
<b>Reporting to</b>	Talent Acquisition Manager		
<b>Grade</b>	12		
<b>Evaluation ref:</b>	AG1166	<b>Job Family ref:</b>	
<b>Role Purpose</b>			
<p>The Recruiting Officer plays a key role in supporting hiring managers to identify, attract and secure suitable candidates for roles that are harder to fill. This is done using a range of specialist recruitment techniques including skilled copywriting, candidate sourcing and engaging with hiring managers to help them think differently about how they can approach recruitment. This role helps ensure that services can continue running smoothly by making sure the right people are in place where they're needed most.</p>			
<b>Accountabilities</b>			
<p>Provide a specialist resourcing function for roles across the organisation, from initial attraction through to appointment.</p> <p>Understand the recruitment needs of each of the service areas across Somerset County Council and build excellent relationships with stakeholders, including Service Managers, Strategic Managers, and Directors.</p> <p>Support hiring managers with their recruitment plans, provide challenge and use influencing skills where appropriate to achieve a successful outcome.</p> <p>Lead on new and innovative recruitment campaigns to attract staff, particularly for difficult to fill positions.</p> <p>Directly source quality candidates for difficult to fill positions.</p> <p>Lead on recruitment advertising. Develop adverts, candidate packs, and social media posts as part of recruitment campaigns. Write engaging job adverts to ensure a wide range of quality and relevant applicants are reached and attracted. Advise on where to advertise roles to reach quality applicants, e.g. job boards, social media and multi-media.</p> <p>Work with the Recruitment Assistants to ensure that each recruitment campaign meets quality standards and that the candidate journey is efficient and engaging. Highlight and address any areas of concern.</p>			

## JOB DESCRIPTION

Monitor and evaluate the effectiveness of recruitment campaigns and assess alternative options for improving the service. Produce management information to support service improvements and developments and engage and share with all stakeholders as appropriate.

Lead on campaigns for roles that require re-advertising. Review the previous campaign, identify areas for improvement and recommend a plan of action to the hiring manager before re-advertising.

Provide technical resourcing support and advice to team members, hiring managers and candidates on resourcing matters, maintain effective relationships, for challenging, difficult to fill posts where they are business critical to the organisation.

Keep up to date on emerging trends and strategies relating to recruitment. Attend regular training, conferences and networking events.

Provide support with the upskilling and development of the Recruitment Team and the Recruitment Assistants.

Ensure that all recruitment practices are in line with legislation and ethical standards.

Contribute to service and administrative remodelling discussions and setting service expectations and standards. Contribute views to county wide user/focus groups.

Participate in associated projects. Co-ordinate and/or chair County/local meetings, as necessary and ensure appropriate actions are identified and clearly communicated across the service area.

Undertake essential duties in the absence of the Resourcing Development Officer.

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

### Knowledge/Experience/Skills

	Essential	Desirable
<b>Knowledge</b>		
Basic understanding of recruitment processes.	x	
Awareness of challenges in recruiting to specialist or hard-to-fill roles.	x	

## JOB DESCRIPTION

Familiarity with applicant tracking systems or recruitment platforms.		x
Basic understanding of Employment Legislation		x
<b>Experience</b>		
In house or agency recruitment experience.	x	
Experience of creating recruitment campaigns.	x	
Experience of writing and optimising job adverts.	x	
Experience of sourcing candidates directly (e.g., via LinkedIn Recruiter and/ or other CV databases)	x	
Experience using Boolean search		x
<b>Skills</b>		
Good communication skills, both written and verbal.	x	
Ability to build positive working relationships with colleagues and candidates.	x	
Strong organisational skills and attention to detail.	x	
Able to manage multiple tasks and meet deadlines.	x	
Confident using IT systems including email, spreadsheets, and databases.	x	
Proactive and willing to learn.	x	
Flexible and adaptable to changing priorities.	x	
Professional and approachable manner.	x	
Committed to promoting equality, diversity, and inclusion.	x	
Ability to influence and persuade staff at all levels, particularly hiring managers	x	
<b>Working Conditions</b>		
<b>Dimensions of the role</b>		

## JOB DESCRIPTION

<b>Working Arrangements</b>
Somerset Council's Dynamic Working Strategy will be applied to this position.
<b>Corporate Accountabilities</b>
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: