

JOB TITLE	HR Coordinator (Resourcing)
TEAM	HR Operations
DIRECTORATE	Resources
WORK BASE	Orchard House
JOB REF NUMBER	04164

*This job brief sits alongside the job description for this role.*

**Key Objective:**

THE FOLLOWING TASKS ARE SPECIFIC TO THIS ROLE
Responding to level 1 queries in relation to the recruitment process and where appropriate escalate them to the relevant level within the Resourcing Team
Responding to candidate inquiries regarding the recruitment process and status of their application etc
Maintain and update the various systems used to facilitate the recruitment process including but not limited to: <ul style="list-style-type: none"> <li>• The applicant tracking system (ATS)</li> <li>• DBS Platform</li> <li>• Occupational Health Platform</li> <li>• Agency Platform</li> <li>• JADU</li> </ul>
Coordinate interview schedules between candidates and hiring managers.
Undertake onboarding processes including but not limited to: <ul style="list-style-type: none"> <li>• Issuing conditional offers</li> <li>• Undertaking the relevant compliance checks required for the role, including RTW and References making sure they meet legal requirements</li> <li>• Issuing final offers</li> <li>• Collating the required documents to complete starter packs in readiness to transfer to Payroll</li> </ul>
Remain up to date and compliant with all relevant employment law, organisational processes and policies pertaining to the recruitment process.
Generate recruitment reports and metrics as required.
Support the schools advertising service to: <ul style="list-style-type: none"> <li>• post adverts on behalf of schools</li> <li>• collate information ready for invoicing</li> </ul>

<ul style="list-style-type: none"><li>• answer schools and invoicing queries</li></ul>
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Assessment Centres:

<ul style="list-style-type: none"><li>• Provide logistical support to Senior staff in the team both prior to and on the day of the event</li></ul>
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Career events and job fairs:

<ul style="list-style-type: none"><li>• Attend with other members of the team to promote LCC as a good place to work and to generate candidates</li></ul>
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**THE FOLLOWING TASKS ARE GENERIC AND APPLY TO ALL EMPLOYED IN THE JOB DESCRIPTION**

Long Service – adding the certificates to the EPF files once HRA has checked

I Casework site administration (updating manager lists, checking for duplicate contacts)

SARS requests

Supporting with FOI's (but not leading on them)

SNAP Surveys

Ad-hoc requests from senior staff within the wider HR service

Liaising with Finance if there are any queries on invoice payments from suppliers (Benefits and H&WB) to confirm payment dates (this will require an understanding of the LCC invoice payment process)