

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	Talent Acquisition Assistant	<b>Leadership Stage:</b>	1
<b>JRN:</b>	20504	<b>Job family:</b>	
<b>Band:</b>	4	<b>Location:</b>	Agile
<b>Allowances:</b>	As per contract	<b>Politically restricted:</b>	No
<b>Department:</b>	People	<b>Vetting level:</b>	RV
<b>Reporting to:</b>	Talent Acquisition Coordinator	<b>Date published:</b>	Oct 23
<b>Posts responsible for:</b>	None		

### Part A – Job Description

#### Overall purpose of the role:

Provide an engaging and streamlined service for candidates and hiring managers by administering the full end to end recruitment process ensuring an excellent pre and onboarding experience for all new starters in the force.

Delivering the offboarding process for all leavers across the force, engaging with key stakeholders and ensuring all leavers feel valued.

<b>1</b>	Administer the internal and external candidate experience through an efficient, innovative and customer focussed pre and onboarding process. Support the development of initiatives, activities and events to aid attraction and engagement, deliver recruitment and promote the employer brand.
<b>2</b>	Be the point of contact for all candidates and hiring managers throughout the recruitment process, working collaboratively with the wider acquisition team to ensure everyone is kept fully informed of progress at regular intervals. Develop and maintain effective relationships to ensure officers, staff and volunteers feel valued and are engaged throughout their recruitment journey.
<b>3</b>	Plan, organise and coordinate all pre-employment checks including medical and occupational health appointments, vetting checks, biometrics, fitness tests and the allocation of force numbers. Liaise with the candidates and all relevant stakeholders to ensure everyone is notified of progress throughout.
<b>4</b>	Facilitating external national examinations and assessments, ensuring effective liaison with the College of Policing to support candidates to achieve high standards to improve talent pipelines for progression to specialist roles. Problem-solving any issues and challenges that come with organising and running such assessments. Be accountable for the creation of official documents such as the Medical Decision Meeting documents, coordinating all relevant stakeholders and ensuring confidentiality, accuracy and attention to detail. Keeping both candidates and relevant stakeholders notified of progress throughout
<b>5</b>	Analyse data and use first-hand knowledge of the talent pipeline to prioritise candidates. Linking with the wider recruitment team to help form decision making and ensure a fair process for all candidates based on

## Role Profile and Person Specification

	personal needs. Communicate all reasonable adjustments to relevant stakeholders.
6	Liaise with hiring managers and internal stakeholders to ensure all logistical elements for candidates are carried out ahead of their first day in force. Communicating RCR forms with relevant departments and ensuring hiring managers are aware of their duty to arrange smart cards, home working and IT equipment. Management of bulk recruitment to ensure relevant postings and warrant cards are arranged prior to an intake date.
7	Manage day to day delivery of allocated workload in line with agreed Service Level Agreements, ensuring compliance to force policies, employment law, college of policing policies and home office guidance, ensuring a strong knowledge of these practises and providing a smooth and transparent recruitment process.
8	Create and issue various contractual letters and communication from conditional and final offers, to contracts of employment for new starters as well as providing letters to existing NP employees where changes in contract apply, for example secondments, change in grade, location or department, etc.
9	Deliver the exit process for all leavers, ensuring employees and volunteers leaving the organisation feel valued and supported. Act as a point of contact for line managers around this process, whilst documenting all leaver information in line with force policy. Prepare all relevant documentation including certificates of service and share with relevant departments within the force.
10	Deliver and maintain the Force Number process for the force, including a comprehensive list of all numbers, utilising complex force systems to carry out checks in line with SLAs. Issue numbers appropriately across the force to staff, officers, volunteers and TAC holders.
11	Deliver all external reference requests for the force, using multiple complex systems to collect information and present this to external parties in line with force policy
12	Facilitation of recruit biometrics (fingerprints & DNA) to support the progression of pre-employment checks in line with candidate notice period and agreed start date utilising LIVEscan. Liaising with key stakeholders to ensure this is processed efficiently and within SLAs.
<b>Part B – Scope of contacts</b>	
<b>Internal / External relationships:</b>	
<p><b>Internal:</b> People Services, Finance, Executive Support, Occupational Health, Custody, Fingerprint &amp; DNA unit, Training, Vetting and Professional Standards, FCC and Ops, Organisational Development, Legal, Resources and People Development teams.</p> <p><b>External:</b> Education providers, College of Policing, The Federation, Occupational Health Providers, external agencies</p>	

# Role Profile and Person Specification

## Part C – Competencies and Values

### Northumbria competencies and values framework (NCVF)

## Part D – Continuous Professional Development (CPD) role 6 months

### First 6 months

1	Full training on Engage ATS to be completed – understand elements including scheduling, publishing and editing adverts, setting up and amending email templates to support in the role.
2	Establishing strong relationships with key stakeholders – including stores/vetting/OHU/wider People Services function to support in the role.
3	Full training on the leavers and exit process and suggest enhancements and improvements to deliver the best experience to officers/staff and volunteers leaving the force.
4	Ensure full understanding of the roles/departments and functions that the TAA is supporting to provide the best service to stakeholders and candidates.

### 12 months and beyond

5	Expand recruitment knowledge through external networking, through connections in other forces/organisations or attending networking events to enhance understanding.
6	Review processes/communication with candidates/policies and suggest enhancements and improvements to deliver the best candidate experience/service to stakeholders.

## Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Qualified at level 3 in Customer Service or a similar discipline, or equivalent experience.</p> <p>Ability to manage and coordinate a wide range of activities and information generating options and recommendations.</p> <p>Competent in the use of Excel and Microsoft packages</p>	<p>Experience working within the public sector.</p> <p>Experience managing and delivering recruitment frameworks.</p>	Application/interview/ CPD
Planning and organising	Ability to plan, prioritise and complete various projects	Experience of reporting against targets.	Application/interview/ CPD

## Role Profile and Person Specification

	simultaneously.		
Problem solving and initiative	Initiative to deliver a service in innovative ways.  Evidence of ability to think critically, consistently looking beyond the obvious and exploring alternatives.		Application/interview/ CPD
Management and teamwork	Ability to build strong working relationships.		Application/interview/ CPD
Communicating and influencing	Excellent interpersonal skills.  Ability to communicate information clearly and succinctly, both verbally and in writing.	Drive and ability to motivate others.	Application/interview/ CPD
Other skills and behaviours	Self-motivation, initiative and drive, and the ability to demonstrate professional resilience.	Evidence of continuous improvement with a strong focus on candidate experience or customer service ethos.	Application/interview/ CPD