



# Role Profile

<b>Role Title</b>	<b>HR Resourcing Assistant</b>				
<b>Business group and team</b>	HR				
<b>Job Purpose Overview</b>	Working as part of the Resourcing team, this role provides all aspects of administrative support in the delivery of recruitment services for FCO Services-delivering key HR priorities and wider business objectives.				
<b>Organisational position</b>	<pre> graph TD     H[Head of Resourcing] --- S[Senior Resourcing Advisor]     S --- RA1[Resourcing Advisor]     S --- RA2[Resourcing Advisor]     S --- RA3[Resourcing Advisor]     S --- RA4[Resourcing Advisor]     RA1 --- Admin1[Resourcing Administrator]     RA2 --- Admin2[Resourcing Administrator]     RA3 --- Admin3[Resourcing Administrator]     RA4 --- Admin4[Resourcing Administrator] </pre>				
<b>Date Updated</b>	03/10/18		<b>Updated By</b>	DM/NR	
<b>Current / Applied Grade</b>	A2	<b>Job evaluation date</b>		<b>Confirmed grade</b>	
<b>JOB RESPONSIBILITIES</b>					

*Main responsibilities, focusing on the required outputs:*

- Support the Resourcing Advisor in developing solutions to deliver the recruitment and selection requirements across FCO Services;
- Working with Hiring Managers and HR Business Partners to ensure that recruitment services meet their needs
- Strive for continuous improvement, suggest improvements to processes in line with customer needs
- Embed diversity principles into all aspects of recruitment
- Support the HR function in the delivery of its objectives
- Administer recruitment campaigns in line with legislation, government policy and internal processes and policy
- Maintain accurate up to date records on progress of campaigns
- Proactively manage the new starter process including liaising with vetting to ensure an effective and efficient service
- Actively seek ways to improve candidate experience during the pre-employment stages
- Attend recruitment fairs and other promotional events
- Record statistical data for each campaign to support diversity objectives and drive for greater efficiency in processes
- Collect, monitor and present statistical information as required
- Raise requisitions for recruitment and other expenditure at correct stage of purchase cycle
- Allocate, record and receipt expenditure against correct budget and expenditure codes for campaigns being delivered so that costs for each campaign can be identified
- Interact with wider HR teams to understand and contribute to shared goals
- Identify your personal development in resourcing and broader HR skills Effectively utilise Oracle to manage and maintain employee records
- Have an awareness of the Civil Service Recruitment Principles

**QUALIFICATIONS, KNOWLEDGE, EXPERIENCE AND SKILLS***Essential:*

- ☐ Excellent general administration skills within a customer facing environment ;
- ☐ Excellent Microsoft Office skills including Word, Excel and Outlook
- ☐ Able to communicate effectively by telephone, face to face, and in writing;
- ☐ Ability to prioritise and balance a changing workload
- ☐ Able to work flexibly with a number of different processes.
- ☐ Able to quickly assimilate detailed policy and processes and summarise for customers

*Desirable:*

- ☐ Knowledge of:
  - o recruitment-related legislation and equal opportunities/diversity issues;;
  - o experience of Assessment Center's
  - o Civil Service Recruitment Principles
- ☐ Experience of working in HR in an administrative capacity, particularly recruitment
- ☐ CIPD Certificate or relevant business qualification.

**CORE COMPETENCES***Top three for job:*

- ☐ **Managing a Quality Service**
- ☐ **Delivering at Pace**
- ☐ **Collaborating and Partnering**

**CRITICAL SUCCESS FACTORS***Success measured and evidenced by:*

- Compliance with HR SLAs and recruitment standards
- Accuracy of information given when advising others on recruitment policies and processes
- Positive feedback from internal customers and new starters
- Contribution of ideas and suggestions to improve the effectiveness of processes
- Fair and consistent application of policy and practice
- Early identification of Resourcing issues where escalation is required
- Performance in line with corporate values and objectives

<b>Budget Responsibility?</b>	<b>If YES, how much:</b>	<b>If NO can they authorise payments?</b>
N	£ per annum	N
<b>Reports to: (Role Title and Grade)</b>	C4 Senior Resourcing Advisor	
<b>Direct Reports: (Number and grades of staff)</b>	N/A	