



Specific Role Profile

This Specific Role Profile sheet covers specific areas of activities that are not included in the Generic PPF Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role.

Profile Owner: Head of WMCTU

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Recruitment & Selection Officer
Rank:	Grade 4
Operational / Non Operational Role	Non-Operational
Vetting Level:	MV and SC
Reporting to:	Employee Resourcing Supervisor (Grade 5)
Specific Role Purpose:	To work alongside the Employee Resourcing Supervisor to proactively fill officer and staff vacancies, whilst maintaining a high level focus on customer service for the candidate and the hiring manager. To support and advise hiring managers on a variety of topics including selection processes, competency-based interviews, contract types and onboarding activities. Provide a high level of customer service, processing various offers and onboarding information, ensuring it is in line with internal policies and GDPR.
Specific Role Responsibilities:	• Act as the point of contact to offer guidance, support and promote forward thinking on resourcing plans to internal stakeholders. • Working collaboratively with all team members and key stakeholders contacts internal and external. • To proactively monitor the establishment and succession planning to ensure all vacancies are identified and the relevant action is taken. • Engage with Hiring Managers to take detailed briefs on their role requirements, contributing knowledge and best practice. • To ensure all role profiles and job adverts are accurate and kept up to date. Preparing recruitment materials and post jobs to appropriate job boards.

	• Promote the Force Positive Action Plan within CTPWM Recruitment processes. • To ensure the Alternative Employment Register (AER) principles are followed in all recruitment campaigns and selection activities. Ensuring accurate guidance and advice is provided to Hiring Managers on AER principles. • Liaise with Line Managers to ensure the essential and desirable skills are appropriate for the paper-sift matrix, ensuring scoring is fair and consistent. • Review the interview questions for all roles to ensure they are kept relevant to role, ensuring fairness across all interviewing processes. • To be a panel member during the paper-sifting/interviewing/assessing stage of the recruitment process when required, working off site when necessary. • Administration tasks to support inviting, scheduling and updating candidates regarding interviews and assessment processes. • Provide a high level of customer service via multiple routes of communication to candidates and stakeholders. • Proactively guiding candidates through their on-boarding journey into CTPWM, advising them on how best to complete on-boarding forms and supporting as and when required. Ensuring a clear audit trail is kept. • Working closely with internal teams such as Vetting, Occupational Health and Payroll to ensure they have the required information needed to support the completion of their onboarding processes. • Understanding and creation of different types of contracts, ensuring all administration is completed for new starters including the creation of personnel records on the force HR systems. • Attend local and regional recruitment events and promote CTPWM careers. • Challenge ineffective processes and highlighting better ways of working, creating new improved systems when required. • Produce data for Management Information with regards to CTPWM recruitment processes. • Support with recruitment system testing to ensure any updates are
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	embedded successfully. • The postholder will be expected to become knowledgeable in other areas of the Employee Resourcing Team to ensure resilience across all areas. • Carry out any other duties corresponding with the purpose and grading of the post that may from time to time be determined.
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE

Knowledge & Experience

This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate, e.g. knowledge of PEACE, significant investigation experience.

Essential:	Post holders will be required to display and evidence: • High volume or niche recruitment experience. • Experience of using Microsoft applications and applicant tracking systems. • Experience of working within a target driven, fast paced environment, whilst managing time effectively. • Knowledge of different recruitment tools to attract and direct source suitable candidates. • Experience of Recruitment & HR pre-employment checks, offer processing and administration. • Experience of holding complex conversations with candidates and stakeholders in relation to their jobs and applications. • Experience of working with a variety of departments, providing regular communications and confident in requesting updates. • Experience of working with systems or databases whilst maintaining a high level of data integrity. • Experience of producing useable performance and management data.
Desirable:	• Knowledge of WMP Selection, HR and Duty Management policies. • Previous experience of using Oracle Recruiting Cloud (ORC) and Oracle Fusion. • Previous recruitment experience within Policing or a Blue Light/ public sector organisation. • Previous experience of processing different types of vetting clearances. • Experience of system UAT testing.

Skills

This section should detail the competency requirement which could be developed through non formal training, e.g. effective time management, influencing and negotiating, effective communication including written and verbal.

Refer to the skills database for core operational skills

Essential:

- Clear communicator with highly developed communications skills both verbal and written. Acts in a collaborative way that engages with people at all levels to understand their requirements and effectively respond.
- Effective time management skills, with the ability to priorities high and conflicting demands effectively and with accuracy.
- Highly motivated, resourceful and flexible with a customer service focus.
- Able to work effectively individually or as part of a team and deliver results.
- Experience of developing strong working relationships with a wide range of stakeholders.
- Able to learn new processes and systems quickly and effectively.
- Strong decision-making and problem-solving skills.

Desirable:

- Confident in negotiation and difficult conversations.

Additional Information:

- The successful applicant will be required to be vetted to SC and MV level.
- The normal working hours will be between the hours of 8am – 4 pm Monday to Friday.
- You may be required to work outside of the normal hours, subject to operational requirements.
- There may be a requirement to travel to other locations within or surrounding the Force area.

Restriction Level: