



HM Prison & Probation Service

HQ Job Description (JD)

Band 3

Directorate: Public Sector Prisons

Job Description - Recruitment & Onboarding Coordinator

DRAFT

Document Ref.**Document Type**

Management

Version

1.0

Classification

Official – Sensitive

Date of Issue**Status**

Baselined

Produced by

Job Evaluation Assurance and Support Team

Authorised by

Reward Team

JD Evidence

Change History

Date	Version	Nature of Change	Edited By	Sections Affected
30 June 2022	v1	New Job Description	N Riley & J Grafen	All

Job Description

Job Title	Recruitment & Onboarding Coordinator
Directorate	Public Sector Prisons
Band	Band 3

Overview of the job	<p>The job holder will work as part of a small regional team supporting applicants throughout their bespoke recruitment and onboarding journey into HMPPS in their chosen career pathway.</p> <p>The job holder will support the business with proactive progression of all external recruitment, alongside the delivery of an engaging bespoke onboarding approach for the candidate.</p> <p>This is a non-operational administrative post and has no line management responsibility</p> <p>The job holder has the ability to work flexibly to meet the needs of each recruitment campaign and applicant pool; with agreement with line manager.</p>
Summary	<p>In summary the post holder will:</p> <ul style="list-style-type: none"> • The job holder will be regionally based and report to the Regional Recruitment Lead • The job holder will support the business with recruitment and onboarding provision for the region • The job holder will be required to engage with establishments to ensure that the applicant to new colleague journey is transitioned through the stages smoothly • The job holder will need to maintain positive engagement with the applicant via a diverse range of communications methods • The job holder will be required to act proactively throughout the applicant to new colleague journey, negating any time lags in the recruitment process • The job holder will show commitment to attending outreach, educational or attraction events to raise awareness of careers within HMPPS • The job holder will ensure that any requirements in line with the Equality Act 2010 are met in relation to specific applicant needs and support reasonable adjustments i.e. adaptation to interview environment, material, access etc
Responsibilities, Activities and Duties	<ul style="list-style-type: none"> • The job holder will be required to carry out the following responsibilities, activities and duties: • Responsible for the administration of external recruitment campaigns • Maintain accurate records for recruitment campaigns and applicants and appropriately provide data to stakeholders when required. • Proactively progress campaigns to advertising stage, with appropriate additional marketing where required • Ensure that recruitment is undertaken in line with Civil Service Recruitment guidelines • Liaison with panel members to arrange interviews • Act as the Single Point of Contact for designated campaigns to answer any questions and queries on process and employment • Undertake keep warm activity with applicants throughout their journey, using their preferred communication methodology • Promote HMPPS as an employer of choice • Undertake outreach activities to maintain candidate pipeline • Deliver candidate feedback and development where required

	<ul style="list-style-type: none"> • Maintain links with national recruitment team to ensure maintenance and progression of hard to recruit posts • Promote Recruitment events and Open Days via appropriate social media platforms • Ensure that applicants are smoothly transitioned to New Colleague stakeholders within receiving locations. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
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Behaviours	<ul style="list-style-type: none"> • Delivering at Pace • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	NB: It is advised strengths are chosen locally, recommended 4-8.
Ability	<ul style="list-style-type: none"> • Excellent communication skills • Strong organisational skills, planning and attention to detail • A commitment to creating a diverse workforce • Show passion for excellent customer service
Experience	<ul style="list-style-type: none"> • Able to use MS Teams, MS Word and MS Excel
Technical	<ul style="list-style-type: none"> • Use of Oleo desirable; not essential

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	To be used by the JES Team only
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Factor Examples

Please provide job-specific examples to support the factors below (please refer to guidance for completion):

Factor	Examples
Skills & Knowledge	Demonstrate IT skills, in particular use of Microsoft Teams, PowerPoint, Word and Excel, with the ability to interpret and present.
	Maintain own knowledge base and networks to keep up with recruitment policy and legislative changes (GDPR)
Accountability & Decision Making	Organise collated recruitment information into a management system, while taking ownership of the files/folder's filing and archiving as necessary.
	Self-management of own diary, interview schedules and applicant calls.
Problem Solving	Respond to questions and queries from applicants and establishment in regards to campaign and application progression
	Respond to the workflow and demands of campaign and suggest improvements to negate recruitment lag in the appointment process; and strive for better candidate experience
Resource Management & Financial Impact	Jobholder will be responsible for ensuring levels of recruitment and outreach resources are maintained and available for planned recruitment activity
	No budget or line management responsibility
Organising & Planning	Post holder must be able to plan for the short and medium term, to support the effectiveness of the recruitment delivery.
	The job holder must be able to organise working practices to ensure campaigns are progressed in a timely fashion
	Plan own activities to be in line with the overall recruitment requirements
People Management	There is no line management responsibility for this role.
Information Management	The job holder will be required to maintain recruitment databases to enable wider monitoring or recruitment activity.
	Collate and record information; formatting appropriately and accurately
	The job holder must be able to interrogate database information for production of statistical analysis of recruitment activity. Identifying any concerns that need escalating to management.
Influencing & Interaction	Using persuading and influencing skills when implementing changes to current practice, within establishment or department, to improve future outcomes.
	Advise stakeholders and team members on any deadlines for recruitment to ensure team outcomes are met

	Liaise with establishments regarding the delivery of any recruitment objectives.
Emotional Demand & Risk	There will be no prisoner contact in this role.

Success Profile

Behaviours	Strengths N.B. The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Managing a Quality Service	Choose an item.	Show passion for excellent customer service	Able to use MS, Teams, MS Word and MS Excel	Use of Oleo desirable; not essential
Delivering at Pace	Choose an item.	Strong organisational skills, planning and attention to detail		
Communicating and Influencing	Choose an item.	Excellent communication skills	Information collation and analysis.	
Working Together	Choose an item.	A commitment to creating a diverse workforce		
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			
Choose an item.	Choose an item.			