## **Recruitment Officer**

## **Job description and person specification**

Devon and Somerset Fire and Rescue Service

# Job de**scription**

**Job title:** Recruitment Officer

**Grade:** Grade 7

**Department:** People & Organisational Development

**Reports to:** Culture and Service Transformation Manager

**Line manager responsibilities:** Assistant HR Officer (Recruitment) x 2, HR Admin Assistant (Recruitment) x 1, FF Secondment (Wholetime Recruitment Team).

**Updated: April 2024**

Main purpose of job:To promote the Service as an employer of choice by developing and delivering robust and efficient recruitment processes for all employee categories with an outstanding candidate and hiring manager experience, in line with legislative requirements, national processes, best practice and ensuring inclusion and diversity are central to the recruitment process.

Main responsibilities and duties:

1. Develop and implement robust and efficient recruitment processes for all employee categories, with an outstanding candidate and hiring manager experience taking into consideration legislative requirements, national processes and best practice.
2. Develop and deliver a range of candidate attraction techniques including using promotional materials and social media to promote the Service as an employer of choice and draw a wide and diverse talent pool for selection; ensuring all advertising meets required Service standards and complies with relevant legislation.
3. Review, research, produce, consult and implement recruitment, resourcing and selection policies and procedures ensuring they comply with the Equality Act 2010, the recognised national conditions of service and relevant national agreements, and all other relevant legislation.
4. Lead on the maintenance and development of the Service e-recruitment system to ensure that progress of applications can be easily identified and reported on and recruitment data and KPIs are recorded and reported on accurately to ensure selection decisions are informed using effective assessment techniques. This also includes providing training to system users, resolving complex issues and ensure system use is maximised to ensure recruitment activities are efficient, accurate, fair and secure.
5. Create and provide suitable management information and data reports including recruitment forecasting as and when required by Senior Managers, colleagues and other stakeholders in order for them to make timely, informed and effective strategic decisions across the Service.
6. Manage, motivate and develop members of the Service Recruitment team, co-ordinating workloads, monitoring progress to ensure work complies with statutory regulations and organisational policies and objectives.
7. In conjunction with the Service’s Diversity & Inclusion team design and develop initiatives to promote positive action in recruitment processes in order to reach under-represented groups and ensure they are aware of the career opportunities within the Service.
8. Research, develop and deliver recruitment training courses to support policy and management initiatives.
9. Maintain professional knowledge by networking, attending training courses, benchmarking other Fire & Rescue Services and reviewing professional publications.
10. Provide mentoring, support and guidance through the Personal Development Review process and ensure all staff receive appropriate training and development to enable them to carry out their roles effectively and efficiently.
11. Personally participate in the Personal Development Review Process to identify personal training and development needs and to attend training events as directed.
12. Maintain security and confidentiality of information, whether computer based or otherwise in line with legislation, i.e. Data Protection Act and all related DSFRS related Policies to include the Data Protection Act 2018 Service Policy document.
13. Actively promote the Service’s Values and comply with equality and diversity and all Service policies.

This list is not exhaustive and is subject to review in light of the changing environment in which DSFRS operates

# Service values

* We are proud to help
* We are honest
* We are respectful
* We are working together

Please follow this link to the Service Values [Behavioural Framework](http://www.dsfire.gov.uk/WorkingForUs/ACareerwithDSFRS/CoreValues.cfm?SiteCategoryId=13&T1ID=44&T2ID=372)

Signed acceptance of the core values of the Service and agreement that the job description is a fair and accurate statement of the requirements of the job:-

Job holder: Date:

Job holder’s manager: Date:

Designated senior manager (if applicable) Date:

# Person specification

Grade: 7

Job title: Recruitment Officer

## Key competencies

**Proven ability to comprehend and participate in ‘change agenda’**

### Essential and measured by application and interview

**Proven analytical and report/policy writing skills**

### Essential and measured by application, test and interview

**Proven skills in communication, diplomacy and advocacy**

### Essential and measured by application, test and interview

**Excellent IT skills with proven ability to use computerised systems**

### Essential and measured by application, test and interview

**Excellent organisational and prioritisation/time management skills**

### Essential and measured by interview

**Strong problem solving, negotiating and influencing skills**

### Essential and measured by application, test and interview

**Excellent interpersonal/relationship skills with the ability to develop successful networks at all levels both within and external to Service**

### Essential and measured by interview

**Proven evidence of consultation and negotiation skills in an HR environment**

### Essential and measured by application and interview

**Ability to apply the principles of performance management in the Fire Service environment**

Essential and measured by interview

## Work experience

**Experience of successfully leading and managing a team**

Essential and measured by application and interview

**Substantial experience of dealing with Public Sector recruitment processes, including selection processes, developing recruitment materials, monitoring and measuring KPI’s**

### Essential and measured by application, test and interview

**Comfortable working with multiple software packages**

### Essential and measured by interview

**Experience of working within a unionised environment**

### Desirable and measured by interview

## Qualifications and knowledge

**Chartered Member or Chartered Fellow of the Chartered Institute of Personnel & Development or equivalent experience**

### Essential and measured by application and interview

**Evidence of continual personal development**

### Essential and measured by application and interview

**Proven ability to analyse, interpret and explain employment law to all levels of staff and to apply best practice in the Fire Service environment**

### Essential and measured by application, test and interview

**Proven ability to analyse, interpret and explain recruitment KPIs to all levels and to apply best practice in the Fire Service environment**

### Essential and measured by application, test and interview

**A good understanding of how to best utilise e-Recruitment systems**

### Essential and measured by interview

## Personal qualities and attributes

**Willingness to undergo appropriate Vetting/Screening processes in line with Devon & Somerset Fire & Rescue Service’s requirements**

### Essential and measured by interview

**Proven ability to work effectively and efficiently both as an individual and as a member of a busy Team**

Essential and measured by application and interview

**Commitment to continuous improvement in relation to self and of the wider team**

### Essential and measured by interview

**Professional, assertive but calm demeanour**

### Essential and measured by interview

**High level of energy, resilience and self-motivation**

### Essential and measured by interview

**Flexibility to work outside office hours as determined by the needs of the Service**

Essential and measured by interview

**Ability to travel to sites throughout Devon and Somerset and on occasions outside the county, including overnight visits**

Essential and measured by interview

## Factor guides

### Supervision/management of people

**Level 2** Some supervisory responsibility for temporarily assigned or shared employees including on the job training or the allocation and checking of work for quality and quantity.

### Creativity and innovation

**Level 3** Creativity is a feature of the job but exercised within the general framework of recognised procedures.

### Contacts and relationships

**Level 3** Issues generally not contentious, but where the outcome may not be straight-forward. Within the Service, the advice or guidance would relate to issues which are less well established. Alternatively outside contacts would involve identifying details of service needs, assessment and initiating action to provide assistance, offering straightforward advice or delivering more comprehensive support and/or care.

### Decisions – discretion

**Level 3** Work is carried out within programmes and objectives where there is a wide range of choices and where advice is not normally available and/or decisions where policy, procedures and working standards provide only general guidelines

### Decisions – consequences

**Level 2** Decisions which have a material effect on the internal operations of the post’s own or other department or on the individual or on the provision of service to the public

### Resources

**Level 1** Little or no responsibility for physical or financial resources.

### Work environment – work demands

**Level 2** Work subject to interruption to the programme of tasks but not involving any significant change to the programme.

### Work environment – physical demands

**Level 1** Work requiring normal physical effort.

### Work environment – working conditions

**Level 1** Work normally performed in a heated, lit and ventilated indoor environment; may be exposed to occasional noise or outside conditions.

### Work environment – work context

**Level 1** Work potentially involves minimal risk to personal safety of injury, illness or health problems arising from the environment or the public/clients.

### Knowledge and skills

**Level 5** Ability to undertake work of a range of advanced activities:

**EITHER**

Applying to more than one function which requires detailed knowledge and skills in a specialist discipline;

**OR**

Applying to one function which requires detailed knowledge and skills in more than one specialist discipline