

Job Profile: Resourcing Coordinator

Level 2; Zone 2

Team: People Operations Team, People & Inclusion (HR)

Role Purpose:

This role ensures a smooth and efficient onboarding experience by managing formal job offers, contracts, and pre-employment checks in line with Camden Council's policies. Acting as the primary candidate contact, it upholds compliance, maintains accurate records, and supports stakeholders throughout the onboarding process.

Key Responsibilities and Deliverables:

- Prepare and issue job offers and contracts of employment within agreed timescales and quality standards, ensuring a positive candidate experience and reinforcing Camden's employer brand.
- Serve as the primary point of contact for candidates at the onboarding stage, keeping them informed about the progress of their application and facilitating a smooth onboarding process.
- Conduct and monitor pre-employment checks, including references and other necessary verifications, to ensure compliance with the Council's vetting requirements.
- Ensure that all employee files are complete, accurate, and available for audit at any given time, maintaining compliance with internal policies and external regulatory bodies such as Ofsted and CQC.
- Accurately enter and maintain job and employee information within the recruitment management system to support the generation of precise management information and correspondence.
- Issue contract variations outside of the standard resourcing process and ensure the maintenance of accurate new starter records.
- Participate in training and development programmes to enhance skills and technical knowledge.
- Act as the initial point of contact for recruitment-related complaints, managing them effectively through to resolution and escalating to the Line Manager where necessary.
- Provide expert advice and guidance to managers and stakeholders on all aspects of the onboarding process.
- Support additional resourcing and recruitment activities as required.

People Management Responsibilities:

This role does not include direct line management responsibilities.

Key Working Relationships:

The Resourcing Coordinator will work closely with the P&I Resourcing team, candidates, P&I colleagues, and hiring managers.

Work Environment:

This is a hybrid role, with an expectation that the post-holder will be in the office for a minimum of two days per week. The remainder of the working week can be undertaken remotely, subject to business needs.

Technical Knowledge and Experience:

Experience working in a results-driven environment, with a focus on recruitment vetting.

A strong understanding of recruitment and selection processes, including relevant employment legislation and best practices.

The ability to identify and implement process improvements to enhance efficiency and effectiveness.

Proficiency in using recruitment management systems to maintain accurate records and generate reports.

Strong attention to detail to ensure compliance with all regulatory and auditing requirements.

This role offers an excellent opportunity to contribute to the Council's recruitment processes, ensuring a seamless and professional candidate experience while upholding high standards of compliance and efficiency.

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

Asking for Adjustments

Camden is committed to making our recruitment practices as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk