

## **Job profile – Resourcing Coordinator**

**Grade: Level 2, Zone 2**

### **Role Purpose:**

To deliver a robust and comprehensive recruitment vetting service, ensuring that the Council's resourcing requirements are met within agreed timescales, budgetary constraints, and quality standards.

### **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.