

## **Job Profile - Resourcing Co-Ordinator**

This supplementary information for Resourcing Co-Ordinator is for guidance and should be read in conjunction with the Job Capsule for Level 2 Zone 2 roles in the Customer Service Job Family.

Camden Way Category 2 – Service Provider (Levels 1-2)

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

### **Role Purpose:**

To provide a robust and comprehensive recruitment vetting service to ensure the Council's resourcing requirements are met within agreed timescales, cost limits and quality standards.

### **Example outcomes or objectives that this role will deliver:**

To prepare and despatch job offers and contracts of employment to candidates within agreed timescales and quality standards to ensure successful candidates receive a positive experience to promote and maintain Camden's employer brand.

To act as a point of contact for candidates to keep them informed about the progress of their application and enlist their support, where appropriate, to ensure they are ready to commence employment as soon as possible.

To carry out and monitor the progress of pre-employment checks (including references and any other appropriate checks) for successful candidates to ensure the Council's vetting requirements are met.

To enter and maintain job and employee information in the recruitment management system to enable accurate management information and correspondence to be generated.

Responsible for issuing any variations to contracts, outside of the normal resourcing process

To create and maintain accurate and up to date new starter records.

Attend network events including job fairs and appropriate functions

Participate on training courses for personal development and enhance skills and technical knowledge

Act as first point of contact for complaints and to manage through to completion. Where necessary to escalate to Line Manager

Any resourcing or recruitment activities as and when required.

Provide advice and guidance to managers and other stakeholders on all aspects of the recruitment and selection process

**People Management Responsibilities:**

The Resourcing Co-Ordinator role does not have any direct line management responsibility.

**Relationships:**

The key relationships in this role will be with HR Resourcing Team, Candidates, HR colleagues and occasionally hiring managers.

**Work Environment:**

The job-holder will be primarily office based.

**Technical Knowledge and Experience:**

To be successful in the Resourcing Co-ordinator role, the job-holder will require experience of working in a results-orientated environment, recruitment vetting and an appropriate level of HR knowledge and legislation relating to recruitment vetting and selection.

They will require knowledge of recruitment and selection and be able to identify and implement improvements to the process.

### **Camden Way – Five Ways of Working:**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Team Structure

