Job Description: Human Resources Officer - Recruitment, Systems & Data

Reports to: **Impact Assistant Programme Manager**

Directorate/Team: **Leadership team, Impact graduate programme**

Grade: **Grade 4**

Job Purpose:

To support the Local Government Association's (LGA's) graduate programmes by using systems and processes to effectively and efficiently manage candidate recruitment. This role will offer direct support to applicants and to the wider graduate programmes (Pathways to Planning) team and hold a core responsibility for using and building functionality within our applicant tracking system.

Core Accountabilities:

1. Work closely with team members and external providers to develop systems to support and improve recruitment processes. This role will include frequent usage of our applicant tracking system which is currently Oleeo.
2. Produce reports and briefings on candidate applications for internal and external audiences. Take responsibility for managing data requirements in relevant HR activity.
3. Work with managers to help develop their own management skills in the relevant HR activity.
4. Contribute to the delivery of the team's agreed objectives.
5. Participate in relevant projects that support the delivery of the LGA Business Plan.
6. Model the LGA's values and work in accordance with health and safety, equality, diversity and inclusion and environmental policies.
7. Undertake any other duties and responsibilities appropriate to the post.

Role Specific Accountabilities:

1. Contribute to the delivery of HR services to the Impact graduate programme.
2. Contribute to HR planning and strategy across all of the LGA graduate programmes, ensuring best practice is embedded across the team.
3. Work collaboratively with key stakeholders to determine areas for continuous improvements and developing a solution-focused approach to overcome obstacles.

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4. Develop and manage HR information systems and ensure information is accurate and up-to-date, ensuring that records relating to candidates are maintained confidentially, and that any handling of data meets all Data Protection requirements.
5. Act as the lead person in the coordination and support for LGA graduate programme recruitment campaigns.
6. Provide ongoing support to candidates throughout the recruitment process, including arranging reasonable adjustments.
7. Build effective working relationships with colleagues and work effectively across departments in the LGA to learn and share best practice in HR and other topics.
8. Analyse and interpret key people data, develop standard reports for ongoing customer needs and provide relevant narratives to the data for non-HR staff including senior staff, with a particular focus on equality, diversity and inclusion.
9. To undertake any other reasonable duties as may be required commensurate with the level of the post.

Relevant Contacts:
LGA staff
Graduates
System suppliers
Third party organisations

Other
Partner organisations in the public and private sector.

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Person Specification: Human Resources Officer - Recruitment, Systems & Data

Qualifications	• CIPD accredited qualification or equivalent experience
Knowledge and experience	• Understanding of local government. • Experience of providing HR advice to managers, including applying experience and judgement to non-standard scenarios. • Up to date knowledge of legislation influencing recruitment practice, such as the Equality Act, and its application (desired). • Experience of leading on volume recruitment campaigns, such as graduate recruitment, using applicant tracking systems. (desired) • General understanding of current thinking in HR field; up-to-date knowledge through CPD (desired). • Experience of working in a customer-facing service. • Experience of working with HR systems such as ATS, LMS and full HRIS. • Experience of HR service improvement and process re-design • A good working knowledge of recruitment and selection best practice.
Skills and abilities	• Ability to effectively manipulate, interpret and present data in a user-friendly format. • Excellent oral and influencing skills, with the ability to give clear advice on procedural issues and to work effectively with customers and other business stakeholders. • Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required. • Excellent interpersonal skills in order to deal with issues which are often sensitive and or confidential. • Ability to deliver under pressure, prioritising work against competing demands to meet deadlines. • A demonstrable commitment to customer care and personal and professional development. • Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy. • Excellent written skills, with the ability to accurately summarise and convey complex information. • Ability to work as part of a team and to support others. • Self-motivated and with the ability to work with a high degree of autonomy. • Flexible approach to work, with a keenness to adapt to meet changing work requirements. • Positive, flexible and responsive, with a dynamic and creative approach to problem solving. • A positive, "can do" attitude. • Commitment to equality, diversity and inclusion.

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