



## RECRUITMENT ADMINISTRATOR

### BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget of around £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of: Service Delivery including whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

This post is within the Workforce Development Team, within the People Services (Service Delivery Support) Directorate, and reports to the Recruitment & Onboarding Advisor.

We are recruiting for two posts. This role can be considered on a part time basis of a minimum of 3 full days. If we appoint at part time, there will be an expectation that the post holder will be able to work additional hours at key recruitment periods, for example during fire fighter recruitment campaigns.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This role requires a standard DBS check. These DBS checks will be renewed throughout employment.

Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.



## Job Description, Core Values and Person Specification

|  |   |
|--|---|
| <b>Job Title</b>                                       | <b>Recruitment Administrator</b>                                |
| <b>Post Number</b>                                     | <b>3427, 3428</b>   |
| <b>Grade</b>   | <b>HAY 10</b>   |
| <b>Duration of Post</b>                                | 12 months – possibility of extension and/or permanency          |
| <b>Hours</b>   | 37 hours but part time hours considered (3 days a week minimum) |
| <b>Directorate</b>                                     | Service Delivery Support  |
| <b>Unit or Team</b>                                    | People Services   |
| <b>Reports to (give job title)</b>                     | Recruitment & Onboarding Advisor                                |
| <b>Line management or supervisory responsibilities</b> | No  |
| <b>Responsibility for managing a budget</b>            | No  |
| <b>Date job was evaluated</b>                          | 4 February 2024   |

### Purpose of Job:

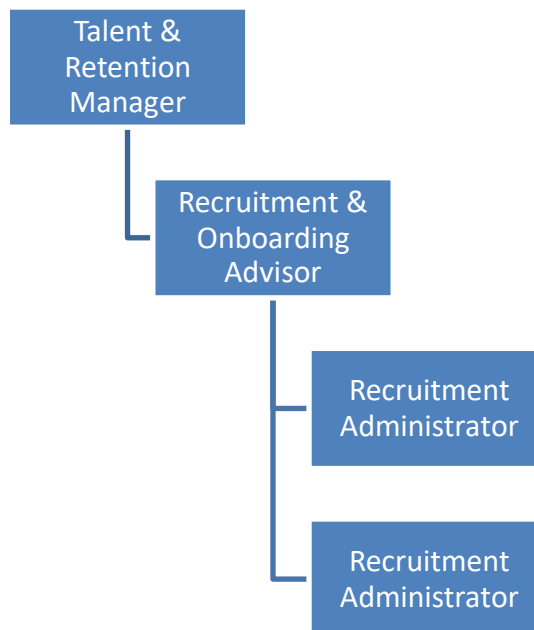
The role focus is the delivery of day-to-day recruitment administration and co-ordination activities.

This will include providing a professional, customer-focused service to a range of stakeholders to ensure a positive experience of the recruitment process.

You will help us maintain our processes and ensure we are compliant with relevant legislation, including GDPR.

We are committed to improving the diversity of our workforce, making it more reflective of the city we live in, and so you will also assist with raising the profile of AF&RS as an employer through focused recruitment activities.

### Structure Chart:



| Responsibilities and Duties: |  |
|------------------------------|--|
| 1.                           | Support Corporate, Operational and Control recruitment, selection and onboarding activities, alongside colleagues in the People Services Team and the hiring managers, providing guidance and support with the relevant processes.   |
| 2.                           | Ensure job descriptions for HAY graded roles have been reviewed and evaluated by the Job Evaluation Advisor prior to advertising.  |
| 3.                           | Draft and upload job advertisements onto agreed websites / platforms.  |
| 4.                           | Respond to any queries from candidates and keep them informed of their progress at each stage.   |
| 5.                           | Complete an initial sift of candidates for hiring manager, using agreed criteria.  |
| 6.                           | Arrange selection stages, including shortlisting, testing and interviewing, and provide hiring manager with any resources required to complete these.  |
| 7.                           | Maintain accurate records of recruitment and selection processes in accordance with GDPR retention schedules.  |
| 8.                           | Complete on-boarding activities including: <ul style="list-style-type: none"> <li>• requesting references</li> <li>• arranging medicals, right to work and DBS checks</li> <li>• drafting and sending offer letters, employment contracts and new starter documents</li> <li>• escalate any concerns to HR colleagues for advice guidance.</li> </ul>  |
| 9.                           | Update and maintain the recruitment tracker. Identify potential issues and escalate as appropriate.  |
| 10.                          | Support the Recruitment & Onboarding Advisor with recruitment agencies when appropriate, maintaining records of any agency temporary staff used.   |
| 11.                          | Support large scale recruitment campaigns for Wholetime and On-Call Firefighter Trainees including: <ul style="list-style-type: none"> <li>• confirming and circulating timetable for each stage of the selection process.</li> <li>• advising Stores of the campaign so uniform/PPE can be fitted and ordered in time for training courses.</li> <li>• providing managers with the resources required at each stage</li> <li>• coordinating selection process (dates, venues, staff, candidates, marking), including online testing arrangements.</li> <li>• maintaining a record of candidates at each stage of the process and produce diversity data at the end of the campaign.</li> <li>• identifying any potential issues with applications, or support needs, and discussing with People Services colleagues to a fair process.</li> </ul> |
| 12.                          | Support external recruitment activities including careers fairs and community events.  |
| 13.                          | Work with Inclusion Team colleagues and assist with positive action initiatives to attract candidates from under-represented communities.  |
| 14.                          | Regularly review and update recruitment pages on the website and intranet ensuring vacancies are clearly worded and removed after the closing date.  |
| 15.                          | Provide resilience and support for the Organisational Development administration team when required.   |

|  |   |
|--|---|
| 16.  | Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.   |
| <b>Special Notes or Conditions: .</b>        |   |
| 1.   | <p>AF&amp;RS requires all staff and leaders to promote equality and diversity by:</p> <ul style="list-style-type: none"> <li>ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination;</li> <li>treating members of the public and other AF&amp;RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.</li> </ul> |
| 2.   | This role is based at Police and Fire Headquarters, Portishead near Bristol. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.   |
| 3.   | If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.  |
| 4.   | Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.   |
| 5.   | We can offer flexibility on working hours, by agreement with the post holder. They will need to work a minimum of 3 days per week, but can work up to 37 hours (full time). If we appoint at part time, there will be an expectation that the post holder will be able to work additional hours at key recruitment periods, for example during our annual whole time recruitment campaign.  |
| 6.   | Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.   |
| 7.   | Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.   |
| 8.   | You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.   |
| 9.   | You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.   |
| 10.  | There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.   |
| 11.  | All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This role requires a standard DBS check. These DBS checks will be renewed throughout employment.  |
| 12.  | Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.   |
| <b>Avon Fire &amp; Rescue Service Values</b> |   |

We are in the process of embedding the principles of the [Core Code of Ethics](#), on joining the service you will be involved in co-creating what these principles mean to us.

Putting our communities first  
 Integrity  
 Dignity and Respect  
 Leadership  
 Equality, diversity, and inclusion (EDI)

**Signed confirmation that this Job Description accurately reflects the requirements of the job:**

|                             |  |             |  |
|-----------------------------|--|-------------|--|
| <b>Job Holder's Manager</b> |  | <b>Date</b> |  |
|-----------------------------|--|-------------|--|

**Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire & Rescue Values:**

|                   |  |             |  |
|-------------------|--|-------------|--|
| <b>Job Holder</b> |  | <b>Date</b> |  |
|-------------------|--|-------------|--|

See following page for Person Specification .....

## Person Specification

|  |                                    |  |          |          |
|--|------------------------------------|--|----------|----------|
| <b>Job Title</b>   | <b>Recruitment Administrator</b>   |  |          |          |
| <b>Post Number</b>   | <b>3427, 3428</b>                  |  |          |          |
| <b>Grade</b>   | <b>HAY 10</b>                      |  |          |          |
| <b>Qualifications, knowledge, experience, skills and personal attributes required for the job:</b>   |                                    |  |          |          |
|  | <b>E=Essential<br/>D=Desirable</b> | <b>Measured by:<br/>A = Application<br/>T = Test<br/>I = Interview</b> |          |          |
|  |                                    | <b>A</b>   | <b>T</b> | <b>I</b> |
| <b>Qualifications/Knowledge</b>  |                                    |  |          |          |
| Level 2 qualification (eg GCSE C or 4, or equivalent) in Maths and English.  | E                                  | X  |          | X        |
| Excellent knowledge of Word, Excel, Outlook and Teams  | E                                  | X  | X        | X        |
| CIPD Foundation / Level 3 Certificate.   | D                                  | X  |          | X        |
| <b>Experience</b>  |                                    |  |          |          |
| Experience in an administrative role.  | E                                  | X  |          | X        |
| Working with sensitive, confidential information.  | E                                  | X  |          | X        |
| Experience of recruitment administration.  | D                                  | X  |          | X        |
| <b>Skills</b>  |                                    |  |          |          |
| Excellent written and verbal communication skills - confident responding to queries from a range of sources and people.  | E                                  | X  |          | X        |
| Able to work to deadlines, and to manage a number of tasks at the same time.   | E                                  | X  | X        | X        |
| Attention to detail.   | E                                  | X  | X        | X        |
| Able to follow set processes and policies.   | E                                  | X  |          | X        |
| Able to drive with a current driving licence, or ability to arrange suitable alternative transport to travel to various work locations.  | E                                  | X  |          |          |
| <b>Personal Attributes</b>   |                                    |  |          |          |
| Willingness to accept and work to our Values during the course of employment. Committed to supporting a respectful, inclusive working environment.   | E                                  | X  |          | X        |
| Adaptable with a flexible approach to work, to meet business needs.<br>If appointed on a part-time basis, willing and able to work additional hours at key recruitment periods, for example during our annual whole time recruitment campaign. | E                                  | X  |          | X        |

|   |   |   |  |   |
|---|---|---|--|---|
| Able to work effectively both individually and as part of a team.                               | E | X |  | X |
| Professional in conduct.  | E | X |  | X |
| Strong stakeholder ethic with customer orientated approach.                                     | E | X |  | X |
| Committed to undertake relevant training and continuous professional development opportunities. | E | X |  | X |