

Appendix 4a

Appendix 2: Example of Job Description

Job Description

Job Title	Recruitment Assistant	Job No	G0138
Grade	Scale 2/3	Division	Human Resources
No of Posts	1	Section	People Resourcing

Job Purpose

To provide a range of clerical and administrative support services within the People Resourcing Team. To assist/cover on any of the functional teams as required.

Duties and Responsibilities

Duties and responsibilities may include any of those detailed below and may be varied according to the needs of the section. They may also include any other duties that are commensurate with the grade and nature of the post.

General

- Undertake a range of general clerical and administrative duties e.g. photocopying
- Deal with initial enquiries from members of the public and colleagues and refer them to the appropriate person
- Maintain and update paper and electronic records and files for various sections
- Attend appropriate training courses

Vacancy Servicing Team - specific duties

- Input applicant details onto section's computerised recruitment module, including recruitment monitoring information
- Collate and distribute of interview packs
- Word process recruitment and selection documents including job descriptions and person specifications
- Help with taking up and chasing of candidate references
- Help with processing advertisement invoices
- Provide support at shortlisting meetings, selection tests and interviews
- Answer letters and emails from members of the public seeking general recruitment information
- Help at outreach events, including open day recruitment

Supervision Received:

Supervising Officer	Senior Recruitment Officer and Recruitment Officer
Level of Supervision	Regularly supervised with work checked by supervisor

Supervision Given (excludes those who are INDIRECTLY supervised through others)

Post Title	Grade	No Of Posts	Level Of Supervision

Special Conditions

Appendix 4a

Appendix 3: Example of Person Specification

Person Specification

Job Title Recruitment Assistant **Grade** Scale 2/3

Division Human Resources **Ref** G0138

Method of Assessment (MoA)

AF = Application Form I = Interview T = Test or Exercise P = Presentation

Criteria	Essential	MoA
Experience (Relevant work and other experience)	Clerical or administration experience	AF & I
Skills and Abilities eg written communication skills, dealing with the public etc	Word processing and data entry skills	AF/I/T
	Verbal communication skills to deal with a range of people in person and on the telephone including managers and members of the public	AF & I
	Ability to write clear and concise letters and e-mails	AF & I
	Ability to work methodically, quickly and accurately	AF & I / T
	Ability to respond to diverse customer needs	AF/I
	Ability to work flexibly and as part of a team to meet the team objectives	AF/I
Training	Ability to develop professionally on a continuous basis	AF/I
Education/Qualifications NB: Full regard must be paid to overseas qualifications		
General		

Compiled By: J Jones, Principal Recruitment and Careers Development Officer... Date: 17.02.07

Agreed By: Departmental Personnel Officer..... Date: