**JOB DESCRIPTION**

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| **JOB TITLE:** | Senior Executive Officer  Recruitment and Resourcing  Human Resources Directorate |
| **REPORTS TO:** | HR Manager |
| **RESPONSIBLE FOR:** | Up to 5 staff |

**JOB PURPOSE**

To provide a high quality and comprehensive Recruitment and Resourcing service to Managers, Principals, Board of Governors of schools and Staff within the designated area.

**MAIN DUTIES AND RESPONSIBILITIES**

1. **RECRUITMENT AND SELECTION** 
   1. Assist with the management and administration of the recruitment and promotion processes for both teaching and non-teaching in accordance with the Teaching Appointment Scheme and relevant Codes of Practice.
   2. Provide human resource advice and support in the application of the process for the recruitment, selection and appointment of staff.
   3. Ensure that the Education Authority’s Equal Opportunities Policy, relevant Codes of Employment/Practice and other relevant legislation are adhered to in matters relating to recruitment and promotion.
   4. Assist in the monitoring and review of recruitment practice in light of changing needs and/or legislation.
   5. Manage and monitor the recruitment of temporary staff including maintenance of temporary registers.
   6. Review appointment files as required in order to effectively assist with addressing correspondence/complaints and queries from job applicants.
   7. Support school and Education Authority appointments as required.
   8. Act as an Adviser to Boards of Governors throughout a Principal of a school appointment and where necessary Vice-Principal appointments.
   9. Liaise with the Education Authority Solicitors and act as an Instructing Officer in Employment Tribunal cases resulting from formal challenges against the recruitment and selection process.
2. **STAFF MANAGEMENT** 
   1. Manage a dedicated support team including co-ordinating activities, dealing with recruitment and resourcing issues, certifying annual leave requests, dealing with attendance management/disciplinary issues.
   2. Review annually the performance of reporting staff, identifying individual/team training requirements and initiating further training.
   3. Assist with the review and revision of systems and processes as required in consultation with senior staff.
   4. Contribute to the Business Plan setting, reviewing, and/or identifying new performance measures and targets for the effective and efficient delivery of service.
3. **OTHER MANAGEMENT RESPONSIBILITIES** 
   1. Keep abreast of, and be conversant with, developments across the full range of human resource issues, including legislation, Codes of Practice, and other policies which may impact on the Education Authority’s human resource, and/or legal responsibilities.
   2. Plan and deliver workshops/training aimed directly at the specific requirements of principals/board of governors/managers/staff etc. on a range of new/revised policies/initiatives.
   3. Provide human resource advice, guidance and support on matters relating to recruitment and resourcing, procedures, policies, including attendance at meetings when required.
   4. Ensure that procedures and policies are applied impartially throughout the service and are reviewed/developed in line with legal and strategic requirements.
   5. To promote and adhere to the Values of the Education Authority.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

**PERSON SPECIFICATION**

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| **NOTES TO JOB APPLICANTS** |
| 1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant. 2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise. 3. The stage in the process when the criteria will be measured is outlined in the table below. 4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. 5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role. 6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria. |

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| **SECTION 1 - ESSENTIAL CRITERIA** |

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

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| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Qualifications/ Professional Membership** | * Hold a third level qualification (UK Qualification and Credit Framework Level 4), or an equivalent or higher qualification.   OR   * Hold professional membership of the Chartered Institute of Personnel and Development at Associate member level or above | Shortlisting by Application Form |
| **Experience** | * A minimum of 3 years’ experience of working within a Human Resource Directorate/Department. * Demonstrable experience of working in a recruitment and resourcing role. * Evidence of providing advice and guidance on human resource issues to principals and/or, managers and staff. | Shortlisting by Application Form |
| **Knowledge** | * Demonstrable knowledge of relevant employment legislation that underpins the recruitment and resourcing process. | Shortlisting by Application Form |
| **Skills / Abilities** | * Proven ability of using personal IT skills and systems to deliver an effective and efficient recruitment service to managers and candidates. | Shortlisting by Application Form |
| **Other** | * Have access to a suitable vehicle (appropriately maintained and insured for Education Authority business) that will enable you to carry out the mobility requirements of the post in an efficient and effective manner;   OR   * Provide sufficient information to satisfy the employer that you have access to an appropriate alternative form of transport that will enable you to carry out the mobility requirements of the post in an efficient and effective manner. | Shortlisting by Application Form |

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| **SECTION 2 - ESSENTIAL CRITERIA** |

The following are **additional** **essential** criteria which will be measured during the interview/selection stage.

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| **Factor** | **Essential Criteria** | **Method of Assessment** |
| **Knowledge** | * Evidence of knowledge of good recruitment practice. | Interview / Presentation |
| **Skills / Abilities** | * Proven effective decision-making and problem-solving skills. * Excellent oral and written communication skills. * Ability to successfully manage multi-priorities in a fast-paced and changing office environment. * Strong customer focus. | Interview |
| **Values Orientation** | Evidence of how your experience and approach to work reflect EA’s Values. You will find information about our Values here INSERT LINK. | Interview |

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| **SECTION 3 - DESIRABLE CRITERIA** |

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

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| **Factor** | **Desirable Criteria** | **Method of Assessment** |
| **Qualifications / Experience** | 1. A minimum of 6 months experience in the management and supervision of staff. 2. Experience of co-ordinating and/or delivering training to managers and/or staff. | Shortlisting by Application Form |