

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK – RESOURCING CO-ORDINATORS

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose	
<p>This is a really exciting time to join a growing Resourcing Team involved in recruitment, workforce planning and talent management activities across the Scottish Prison Service. If you enjoy working in a fast paced environment and like to be kept busy, working across a variety of different tasks and activities, then this could be the role for you!</p> <p>You do not need to have prior recruitment experience to excel in this role, instead we are looking to recruit someone with transferable skills and a positive attitude, to learn in role and deliver a first class service.</p> <p>The purpose of the role is to support, co-ordinate and facilitate the end to end recruitment process for a range of internal and external vacancies. The focus will be on providing excellent service whilst positively contributing to the recruitment experience for all candidates. You will ensure that campaigns are designed and implemented in a way which meets business needs and adheres to the Civil Service Commission's Recruitment Principles of open and fair competition.</p> <p>Overall, you will have a positive and valuable contribution to play in attracting and securing high calibre candidates into roles across the SPS, from candidate engagement to candidate placement.</p>	
Key Responsibilities	
1	Co-ordinate and deliver the end to end recruitment process for a range of internal and external recruitment campaigns from vacancy preparation and advertising, through to candidate screening, selection and placement.
2	Liaise closely with hiring managers, ensuring that campaigns are designed and implemented in a way which is tailored to the needs of the business but also compliant with SPS policies and in line with the Civil Service Commission's Recruitment Principles..
3	Provide guidance, support, advice and feedback to candidates, hiring managers and Resourcing Managers throughout the recruitment process. Your approach will be customer and stakeholder focused.

4	Provide accurate and timely transactional responses and communication with candidates and hiring managers, responding to queries and requests as appropriate and using discretion to resolve issues.
5	Provide management information, analysis and manipulation of the data to support evaluation and decision making.
6	Assist with on-going Resourcing project work in policy/systems development as required.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
HR qualification and/or CIPD professional membership is not essential but beneficial.	Desirable	Application
Experience		
Service Delivery Experience Experience of delivering a high quality service for key business stakeholders within an office or customer facing environment, which demonstrates your flexibility and adaptability.	Essential	Competency Sift Interview
IT Skills Confident and experienced in using a range of software packages, with intermediate skills in Word and Excel.	Essential	Interview
Recruitment/HR Experience Experience of working in a resourcing/recruitment/HR function may be advantageous but not essential.	Desirable	Interview

Knowledge & Skills		
Planning & Prioritising Ability to prioritise own workload and work to tight deadlines; ensuring consistent attention to detail, accuracy and high quality outputs.	Essential	Competency Sift Interview
Problem Solving & Decision Making Ability to identify and proactively resolve problems, using standard procedures and common sense.	Essential	Interview
Communication & Interpersonal Skills Excellent interpersonal and written communication skills enabling you to interact with candidates and build and maintain effective relationships with hiring managers and communicate effectively with a range of people.	Essential	Interview
Commitment to Continuous Improvement Ability to recognise opportunities for improvement and use initiative to take action	Essential	Competency Sift Interview

Selection Process Key Dates

Vacancy Closes for Applications	23 August 2020	Time	23:55pm
Competency Sift	25 August 2020 Your application will be reviewed against the above noted competencies to determine if you will progress to the next stage of the process.		
Behavioural Preference Questionnaire	26th August 2020 – 01st September 2020 If successful at the competency sift stage of the recruitment process, you will be invited to undertake a behavioural preference insight questionnaire. This questionnaire will not be used to sift applications, it will instead provide the panel an insight into your preferred ways of working and this will feed into the interview process.		

Interviews

02nd September, 03rd September and 04th September 2020.

The interview will be competency based and will be carried out virtually. Further information regarding the interview will be shared with candidates successful in reaching this stage.

***please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Angela Fletcher** by email at: Angela.Fletcher@sps.pnn.gov.uk or by telephone on: **0131 330 3836** to allow reasonable adjustments to be made to assist you.

