

Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

Job title:	Recruitment Administrator	Location:	Cirencester
Department:	Human Resources	Service:	Organisational Effectiveness
Reports to:	Recruitment Manager	Working Hours:	37 hours
Job group:	Process & Internal Support	Peer group no:	PG-C5
Business World Post number:	880001508	Direct Reports (if applicable):	n/a
FTE Salary pro rata:	£25,223- £27,197	Contract type:	Permanent

The what Main purpose of this specific role:	To support an effective and efficient solution focussed recruitment service, delivering operational transactional assistance to the Recruiters and Recruitment Manager through administrative support to Publica and the partnership in recruiting and onboarding new employees ensuring a seamless candidate journey. This position is integral to maintaining compliance with employment regulations, delivering excellent candidate care, and supporting the shared service in attracting and retaining top talent.
The how Main requirements for this specific role:	The Recruitment Administrator will report to the Recruitment Manager and support as required with recruitment.

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	<p>The role involves providing comprehensive administrative support to recruiters, managing candidate communications, coordinating right-to-work checks, preparing offer documents, and overseeing onboarding tasks.</p> <p>Key responsibilities will include:</p> <ul style="list-style-type: none">• Managing the day-to-day administration for recruitment from recruitment approval to onboarding by supporting the recruiters with administration tasks to carrying out pre-employment checks in a timely manner that are compliant with employment check standards and employment legislation.• Manage, request and chase references for successful candidates• Prepare personal files for new employees ensuring that all the required documentation is completed.• Act as the first point of contact for Onboarding and handle queries through to the appropriate level of resolution or signpost/redirect as required in a timely, inclusive and fair manner while reflecting our organisational values and policies• Identify and escalate issues to the Recruitment Lead, which may potentially impact service delivery.• Provide proactive Recruitment data analytics and reports via our applicant tracking system.• Support with HR projects and initiatives.• Carry out duties with discretion, integrity and maintain confidentiality.• Undertake any other duties as reasonably required to do so.• Attend recruitment fairs and represent Publica where necessary.• To work as a team with the Recruitment Lead and Recruiters to ensure that workload is prioritised effectively, ensuring that team objectives are met, and vacancies are filled efficiently with a candidate focused approach.
Essential qualifications/skills /experience role:	<ul style="list-style-type: none">• Proven experience in an administrative or recruitment support role, preferably within a shared service or multi-organisation environment.• Excellent organisational skills, with the ability to manage multiple priorities and meet deadlines.• Strong attention to detail to ensure accuracy in documentation and compliance processes.• Effective written and verbal communication skills to liaise professionally with candidates and stakeholders.

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	<ul style="list-style-type: none"> • A proactive, customer-focused approach with the ability to handle sensitive and confidential information with discretion. • Qualifications equivalent to NVQ level 1 or GCSE in Maths and English • Ability to establish and maintain good working relationships • Natural and engaging style of communication • Ability to apply good judgement and query issues where appropriate
Desirable Requirements, Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Proficiency in using recruitment software and applicant tracking systems (ATS) • The ability to learn new skills and tasks • Competent in using a range of technology and software packages, including Microsoft and Google • Good written and verbal communication skills
	Generic Job Profile:
Main Purpose of a role within this job group:	<p>The purpose of the role is:</p> <ul style="list-style-type: none"> • To provide transactional services to support and assist the business function, process and service delivery • To respond to the needs of internal and external customers, within clearly defined business processes and ways of working in the specific function or business area
Key Responsibilities of a role within this job group:	<ul style="list-style-type: none"> • Working under the general direction and guidance from the Business Manager or Operational Manager to undertake allocated tasks and duties as instructed • Carry out end to end business processes in a timely and effective manner in accordance with quality standards, guidance and procedures • Ensure all relevant customers and company information is captured and recorded accurately • Handle queries and follow through to the appropriate, authorised level of resolution or redirect as required • Update and maintain internal data and records • Identify issues and escalate issues which may potentially impact service delivery • Undertake any other duties as reasonably required to do so

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General Accountabilities:	<ul style="list-style-type: none">• The post holder is responsible for maintaining a safe working environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment• Work in compliance with the Codes of Conduct, Regulations and policies of Publica• To support the response to a major incident, including taking up a designated role within the emergency management framework
Special Conditions:	<ul style="list-style-type: none">• There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business• You will be expected to work reasonable additional hours in line with the needs of the service• Full UK Driving License• Ability to travel/ access to a vehicle for work purposes• Your role will require a Baseline Personnel Security Standard Check (BPSS)
Date reviewed:	28/01/2025
Reviewed by:	Sarah Isley
Manager job title:	Recruitment Manager
Checked HRBP	Kate Wilkins