

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Acquisition Coordinator	Leadership level:	<i>To be determined at later phase</i>
Post reference:		Job family:	<i>To be determined at later phase</i>
Grade:		Location:	
Allowances:		Politically restricted post:	Yes / No
Area command / Department:	People Services	Vetting level:	RV
Reporting to:	Acquisition Manager	Date accepted as a role profile:	
Posts responsible for:	Acquisition Assistants		

Part A – Job Description

Overall purpose of the role:

Co-ordinate the development and delivery of products, events, activities and initiatives designed to deliver an end to end recruitment service within Northumbria Police in line with force strategy.

1	Lead on allocated themes from the recruitment delivery plan to develop and improve the candidate offering for the benefit of both the organisation and its staff.
2	Manage a team of Acquisition Assistants including recruitment, appraisal, development and performance of staff, ensuring they have the skills, knowledge and tools required to reach their full potential.
3	Manage allocated staff including planning and prioritising workload, identifying aims, quality assuring correspondence to ensure it is customer focussed delivering a timely and innovative service.
4	Develop and maintain effective working relationships with candidates, internal and external stakeholders, to collaboratively identify and address emerging issues and areas for improvement.
5	Support the development of initiatives, activities and events to aid attraction and engagement, deliver recruitment and promote the employer brand.
6	Shape service delivery and improve the overall candidate experience by quality assuring processes and procedures.
7	Undertake research to identify good practice and contribute to policy development to enhance the effectiveness of recruitment and improve the experience of all those involved in the service.

Part B – Scope of contacts

Internal / External relationships:

Internal: People Services, Finance, Resources and People Development teams.

External: Education providers, Occupational Health Providers, external agencies.

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Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Level – tbc

Part D – Continuous Professional Development (CPD) role 6 months to *be determined*

First 6 months

1

2

3

4

12 months and beyond

5

6

7

8

Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<ul style="list-style-type: none"> Qualified at level 3 in Customer Service or a similar discipline, or 	<ul style="list-style-type: none"> Experience working within the public sector. 	Application/interview/CPD

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	<p>equivalent experience.</p> <ul style="list-style-type: none"> Ability to coordinate a wide range of activities and information generating options and recommendations. 	<ul style="list-style-type: none"> Experience managing and delivering recruitment frameworks. 	
Planning and organising	Ability to plan, prioritise and complete various projects simultaneously.	Experience of reporting against targets.	Application/interview/CPD
Problem solving and initiative	Initiative to deliver a service in innovative ways.	Evidence of ability to think critically, consistently looking beyond the obvious and exploring alternatives.	Application/interview/CPD
Management and teamwork	<p>Experience in leading and developing others.</p> <p>Ability to build strong working relationships.</p>		Application/interview/CPD
Communicating and influencing	<p>Excellent interpersonal skills.</p> <p>Ability to communicate information clearly and succinctly, both verbally and in writing.</p>	Drive and ability to motivate others.	Application/interview/CPD
Other skills and behaviours	Self-motivation, initiative and drive, and the ability to demonstrate professional resilience.	Evidence of continuous improvement with a strong focus on candidate experience or customer service ethos.	Application/interview/CPD