

Police Staff
Talent Acquisition Assistant
People Services
Role Definition:WP109 / 20504

ROLE DEFINITION

Dept / Area Command:	People Services	Section:	People Acquisition & Resourcing
Post Title:	Talent Acquisition Assistant	Post Reference:	WP109 / 20504
Post Grade:	Grade C	Location:	Forth Banks and home working
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Talent Acquisition Coordinator		
Staff Responsibilities:	Not Applicable		
Purpose:	Provide an engaging and streamlined service for candidates and hiring managers by administering the full end to end recruitment process ensuring an excellent onboarding and induction experience.		

Key Responsibilities:-

- 1. Administer the internal and external candidate experience through an efficient, innovative and customer focussed pre, onboarding and induction process to ensure officers, staff and volunteers feel valued and are engaged throughout their employee journey.**
- 2. Be the point of contact for successful candidates and hiring managers ensuring candidates are kept fully informed of progress at regular intervals and managers have made contact during the pre-boarding stage through the pre-boarding platform and verbally where required. Organise pre-employment checks including medical assessments, vetting checks and references.**
- 3. Coordinate all logistical (warrant/smartcard, key, desk, chair etc.), technical (phone, computer/laptop etc.), administrative (force number, IT and system access) and customer focused requirements so all aspects are ready and available on candidate's start date ensuring any special requirements / adjustments have been considered and actioned where necessary.**

- 4. Support and create an induction structure/programme for new starters to the organisation and those new to role.**
- 5. Support the delivery of recruitment and promotion events, including marketing events, assessment centres, interviews and promotion boards.**
- 6. Coordinate the Force work experience programme and administer recruitment to student placements.**
- 7. Coordinate the preparation and issue of offer letters, contracts of employment and contract change paperwork (e.g. secondments).**

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.