**Job Description**

# Section A: Job Profile

## Job Details

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| Job title: | Part Time Resourcing Officer (Redeployment)  |
| Salary: | £29,269 - £32,076 Pro Rata |
| Grade: | Grade 8  |
| Hours: | 18.5 hours – 2 year FTC |
| Directorate: | Customers, Organisational Development and Resources |
| Team: | Human Resources and Cultural Change |
| Service area: | Talent Acquisition & Resourcing Service  |
| Primary office location: | County Hall, New Road, Oxford, OX1 1ND.  |
| Role type: | This role is defined as an anywhere worker, meaning that the role involves hybrid working from any UK location including home and council premises.  |
| Working arrangements: | Attendance at the primary and other office locations is anticipated to be around 4 times per month, dependent on business needs |
| Responsible to: | Resourcing Team Leader |
| Responsible for: | n/a |

## Job Purpose

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| The Resourcing Officer (Redeployment) will be an integral part of the Talent Acquisition and Resourcing Team and will play a crucial role in managing and supporting the redeployment process within the Council. As the Council progresses with its Delivering the Future Together transformation programme, the Resourcing Officer (Redeployment) will have a crucial role in enabling us to retain skilled and talented employees within the workforce. Your primary responsibility will be to facilitate the smooth transition of employees into new roles, ensuring that their skills and experiences are effectively matched with available opportunities. You will work closely with HR, managers, and employees to provide guidance, support, and resources throughout the redeployment process.  |

## Job Responsibilities

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| **Redeployment Process Management*** Oversee the end-to-end redeployment process, ensuring that affected employees are provided with appropriate support and opportunities for alternative employment within the Council. This includes ensuring that a report of vacancies is shared with redeployment candidates before posts are advertised.
* Collaborate with managers and HR teams to identify vacancies suitable for redeployed staff and match them based on skills, experience and qualifications.
* Ensure that redeployment process complies with Council policies, employment law and best practice.
* Creation of an effective redeployment register liaising with relevant officers of the Council to keep it up to date and tracking the progress of redeployees against applications for roles.
* Managing the redeployment mailbox and SharePoint site and coordinating responses to redeployment queries.

**Collaboration and Co-ordination*** Liaise with service heads, resourcing team and line managers to identify current and future job opportunities suitable for redeployed staff.
* Maintain regular communication with employees and managers throughout the redeployment process, ensuring transparency and consistency.
* Liaising with other People and Culture colleagues and referring employees on to other central People and Culture services, as appropriate.

**Data Management and Reporting*** Maintain accurate records of redeployment activities, including employee profiles, job matches and training programmes.
* Prepare and present reports on redeployment activities, outcomes and challenges to relevant stakeholders.
* Use data to make suggestions on ways to optimise this process for the interest of all stakeholders.

**Employee Support and Guidance*** Conduct one-to-one meetings with employees facing redeployment to understand their skills, career aspirations, and job preferences.
* Where appropriate, signpost redeployees to sources of support and guidance such as e-learning courses, the Employee Assistance Programme and outplacement services.

**Resourcing*** Where required, support the Resourcing team with end to end recruitment administration process, including vetting such as DBS, right to work, reference and medical clearance in order to initiate offer letters and contracts according to the role terms and conditions of employment.
* Ensuring documents and records are compliant and have up to date knowledge of internal and external audit requirements e.g., DBS, IR35, GDPR.
* Assisting managers with using standard documents and answering queries from all employees about the processes to be followed through an effective resourcing help desk.
* Build and sustain relationships with hiring managers and key stakeholders across the organisation to provide recruitment guidance,
* Support recruitment initiation through manager self-serve as and when required.
* Prioritise workload effectively, maintaining constant and open communications with the wider resourcing and talent acquisition team.
* Working alongside the wider resourcing team, raise the profile of the resourcing service and support the delivery of the resourcing strategy. Including ensuring the council is recognised as an inclusive employer of choice through its employee value proposition, employer brand, and diversity and inclusion initiatives.
* Ensure that the Council’s values and behaviours are at the heart of all we do.
* Inspire a culture of excellence and continuous improvement based on feedback and best practice.

The duties listed are not exhaustive and may be varied, so the post holder will be expected to undertake other duties appropriate to the role and as requested by their line manager. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes, and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications, and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| 1. Experience of recruitment end to end processes evidenced through experience, professional development or study.
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| 1. Knowledge and or experience of redeployment
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| 1. Strong administrative skills with an excellent eye for detail. With the ability to contribute new ways of working to improve efficiencies and draft documentation
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| 1. Excellent knowledge of an ATS functionality and requirements
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| 1. Proven understanding of complex recruitment processes and procedures
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| 1. Very competent IT user including the use of candidate databases and leading applicant tracking systems. Very competent user of Microsoft Office products (such as Word, Excel, Power BI, Outlook, Visio, Teams and SharePoint). Confident with data analysis, using it to inform strategy and monitor performance and return on investment.
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| 1. Excellent organisational skills with the ability to manage multiple tasks and prioritise effectively with limited supervision
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| 1. Excellent communication and interpersonal skills, with the ability to build rapport with employees at all levels.
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| 1. Strong problem-solving and decision-making skills
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| Ability to handle sensitive and confidential information with discretion |  |
| Highly resilient with the ability to manage own emotions in the face of pressure, set backs or when dealing with challenging situations. |  |
| 1. Team commitment with the ability to work collaboratively, sharing knowledge proactively offering help and supporting team members to develop and progress to achieve individual and department objectives.
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| Desirable Criteria | Assessed By: |
| 1. Knowledge and experience of HR processes, employment law and best practice
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| 1. Level 5 REC/CIPD professional qualification
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| 1. Experience in a large, complex organisation
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre-employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder. We want you to have every opportunity to show us your talents. If you need us to consider any adjustments to the application and/or assessment process or the role please let us know.

## Health and Safety at Work

You are responsible for your own health, safety, and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing, and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g., long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

October 2024