**Job Title:** Recruitment Officer

**Grade:** 9

**Hours:** 37 per week

**Contract:** Permanent

**Organisation structure**

This role will report directly to the Strategic Recruitment Lead, Principal Social Worker.

**This role will evidence progress across the following key areas:**

* Delivering the recruitment elements in the Workforce Development strategy
* Data analysis reporting and vacancy tracking
* Work closely with the corporate recruitment team to support marketing campaigns, including international recruitment.
* Managing delivery of recruitment campaigns, leading the planning and co-ordination of “recruitment days”, and other events such as webinars and supporting with interviews, and direct support for hiring managers with the recruitment process
* Support and deliver resource plans for transformation work
* Support managers in planning for future opportunities following workforce planning for e.g. Apprenticeships, Internships, temporary requirements in conjunction with the lead for workforce development
* Creation and development of candidate talent pipeline
* Work closely with ‘Connect to Dorset’ agency provider for temporary positions
* Carry out headhunting for hard to recruit positions, specifically qualified social workers using LinkedIn and other social media platforms
* Provide support to managers on the recruitment process including drafting adverts, interviewing questions and techniques
* Interview candidates alongside managers as required
* Liaison for Interational recruitment as required
* Working with the Workforce Development team to support managers and provide guidance with induction & onboarding

**Travel requirement**

This position will be based in Dorchester, however travel to offices across Dorset is a requirement for this position. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the county council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

**Other information**

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. This post involves working with children and/or vulnerable adults and/or having access to significant information about them. It will be subject to a Disclosure and Barring Service check. See our [policy on the employment of ex-offenders](https://www.dorsetforyou.gov.uk/jobs-and-careers/recruitment/dorset-council-recruitment-policies/policy-on-the-employment-of-ex-offenders.aspx).