



Directorate:	Information Technology Services (ITS)
Job Title:	Recruitment Manager
Level/Grade:	EO
Capability Team:	IT Controls
People Management Accountabilities (Y/N)	N

Job Purpose/Description of Role

Assist and support the Recruitment Specialist(s) in all aspects of recruitment across the IT function, supporting the management and delivery of the ITS's workforce and recruitment plans.

Main Responsibilities: (Work Activities)

1	Build relationships with a diverse group of stakeholders both internal and external including candidates, Civil Service Recruitment, DfT Resourcing Group, HR, Capability/Hiring managers and Communication & Engagement Managers.
2	Provide advice and guidance to hiring managers on the recruitment process and documentation.
3	Support the management of end to end recruitment process, including completing draft documents on behalf of the hiring manager, prepare recruitment packs in readiness for sift, 'Meet & Greet' and interviews.
4	Manage the preparation of sift/interview rooms or facilitate remote video sift/ interviews where appropriate, engaging with panel members at all times. Carry out meeting and greeting of candidates at interviews and act as scribe for interviews (where required).
5	Scheduling sifting, interviews and assessments, updating the Oleo system with results and/or feedback at each stage of the process, supporting on-boarding procedures. In-depth knowledge of Civil Service Jobs Oleo system and a dedicated resource to the team.
6	Assist the recruitment specialist(s) in the development of job descriptions , job specifications, The writing/checking of job adverts and reviewing/selecting appropriate assessment questions/exercises.
7	Assist the recruitment specialist(s) in the Management of the Oleo Recruitment System and completion of posting and on-boarding activities.
8	Manage the on-boarding plan for new starters to include welcome, feedback, security clearance, kit requirements and induction.
9	Manage the Expressions of Interest Process (development of advert, sift criteria , outcome report, candidate handling activities)
10	Work with ITS Communications to implement a custom made attraction plan per scheme, including organisation of familiarisation visits and job fayre attendance
11	To adopt a model of continuous improvement in the quality of service provided, ensuring appropriate involvement from a diverse range of staff, stakeholders and delivery partners.
12	Ensure self and team are aware fully of and comply with DVLA policies as outlined in the Staff Handbook e.g. Data Protection, physical and document Security and Health & Safety policies.



Professional Skill/Competency SFIA (maximum of 6)		
1	RESC - Resourcing	Level 4
2	RLMT – Relationship Management	Level 4

Primary Civil Service Behaviours (maximum of 6)		
1	Making Effective Decisions	Level 2
2	Communicating & Influencing	Level 2
3	Working Together	Level 2
4	Managing a Quality Service	Level 2
5	Delivering at Pace	Level 2

Qualifications:		
Qualifications	Award/Membership	Level
Academic		
Professional		
Membership of Professional Body		