

# BEDFORDSHIRE FIRE AND RESCUE SERVICE

## JOB DESCRIPTION

**Job title:** Recruitment Manager

**Grade:** 15

**Group:** Human Resources

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**Job purpose:** To promote the Service as an employer of choice by developing and implementing effective recruitment processes for all vacancies, in line with legislative requirements, best practice and through the incorporation of the Service's positive action agenda. This includes the early engagement of under-represented groups, in conjunction with the Service's Diversity Adviser to ensure they are fully aware of the career opportunities within BFRS.

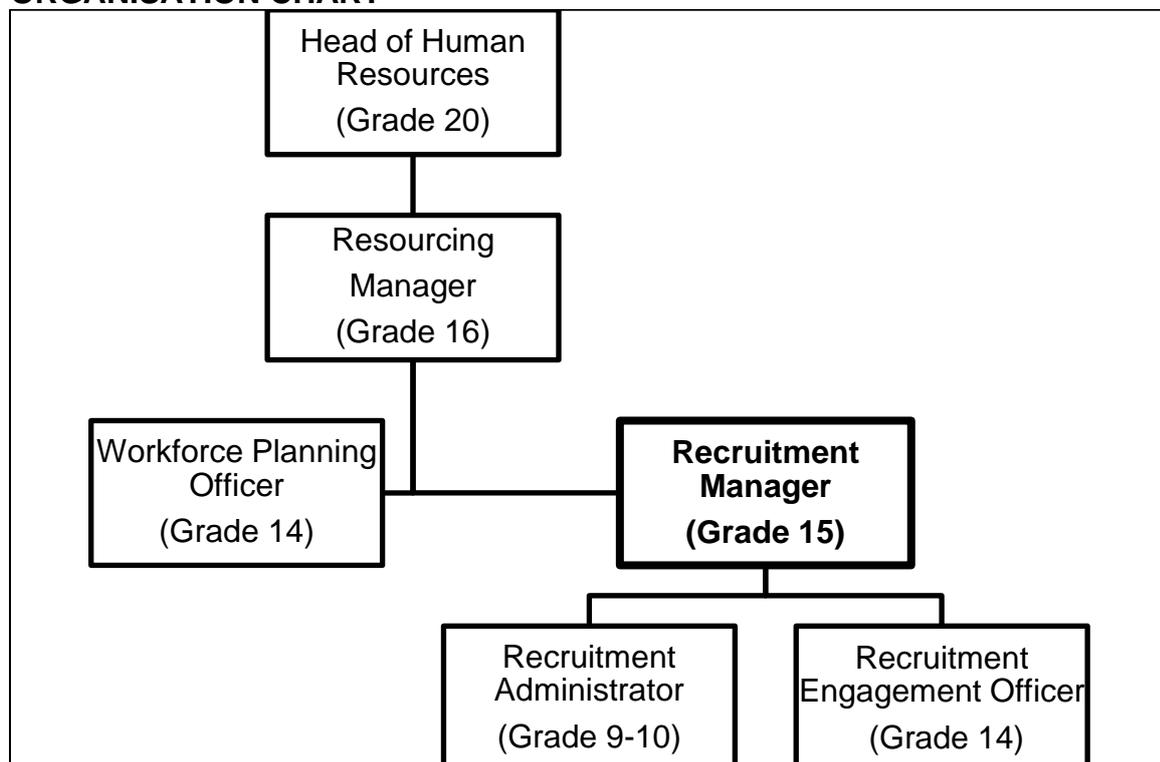
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**Responsible to:** Resourcing Manager

**Responsible for:** Recruitment Engagement Officer  
Recruitment Administrator

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### ORGANISATION CHART



## MAIN DUTIES AND RESPONSIBILITIES

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility.

- Under the direction of the Resourcing Manager develop, implement and document recruitment processes for all roles (both operational and support staff), taking into consideration national processes and best practice; researching other organisations positive action initiatives and working with other emergency services to collaborate where possible.
- Develop and deliver a range of candidate attraction techniques including using promotional materials and social media to promote the Service as an employer of choice and draw a wide talent pool for selection; ensuring all advertising meets required Service standards and complies with relevant legislation. Work with the Communications Department and the Diversity Department to create suitable literature, leaflets and relevant information and publicity materials.
- Review, research, produce, consult and implement recruitment, resourcing and selection policies and procedures ensuring they comply with the Equality Act 2010, the recognised national conditions of service and relevant national agreements, and all other relevant legislation.
- In conjunction with the Service's Diversity Adviser design and develop initiatives to promote positive action in recruitment processes in order to reach under-represented groups and ensure they are aware of the career opportunities within BFRS. This includes the management of the Recruitment Engagement Officer to ensure the establishment and maintenance of effective relationships with community groups and organisations to explore barriers that may prevent groups accessing employment within the Fire Service; attending events, meetings and recruitment/careers fairs and Station Open Days as required to support positive action initiatives and reinforce the understanding of the FF role and career opportunities available.
- Undertake the design and development of recruitment initiatives for On-call (Retained) Firefighters as directed by the Resourcing Manager; establishing and maintaining effective relationships with local businesses to promote the benefits of releasing employees to work as On-call (Retained) Firefighters.
- Under the direction of the Resourcing Manager actively manage the implementation of recruitment campaigns on behalf of the Service; chairing meetings and providing guidance and support to colleagues across the Service about the defined end-to-end recruitment process, providing recommendations on available resourcing options to ensure that all employees involved with recruitment are fully engaged, trained and aware of their responsibilities.
- Deliver presentations and workshops to prospective candidates, staff, volunteers and stakeholders; attending internal and external meetings to update and advise on recruitment issues where necessary. Representing the Service at local, regional and national meetings as required, proactively

sharing advice and information to incorporate best practice and improve organisational resourcing outcomes.

- Administer and maintain the necessary systems that support recruitment, resourcing and selection including online systems, including the internal HR iTrent system, and related tracking processes so that progress of applications can be easily identified and reported on; ensuring statistics are recorded and reported on accurately to ensure selection decisions are informed through the use of effective assessment techniques.
- Manage, motivate and develop the Recruitment Engagement Officer and the Recruitment Administrator co-ordinating and planning their workloads and monitoring progress to ensure that work complies with statutory regulations and organisational policies and objectives. Organise the Positive Action volunteers to ensure a well-planned and co-ordinated approach to Positive Action.
- Work with the Workforce Planning Officer and Training & Development Team in order to research and implement recruitment strategies that support organisational succession plans and longer term workforce requirements. This might include Graduate entry, direct entry schemes and other initiatives that will attract the very best candidates capable of meeting organisational objectives.
- To attend such training/personal development courses as may be considered necessary.
- The post holder is required to comply with relevant health and safety legislation and the Service policies and procedures of Bedfordshire Fire and Rescue Authority in the performance of their duties. This includes the requirement to take reasonable care of themselves and others affected by their work activities, use equipment correctly and apply safe-working practices effectively, to remove or minimise risk of accident, injury or ill health.
- Practice and promote equality and diversity and the fair and equitable treatment of all staff and customers within the scope of the post.
- To support and participate in the formulation of standards and procedures for quality management and customer care expectations.

## **DIMENSIONS**

### **Financial management:**

- Authorised to approve purchase orders up to the value of £500 within areas of responsibility.
- The postholder will be expected to be able to provide timely reports on budget use and an ability to develop and deliver effective requests for budget requirements. Suitable and sufficient records will be expected to be maintained.

### **Physical resources:**

- Support the online selection process for Operational recruitment and selection.

**Other:**

- It will be important that the postholder is able to maintain effective awareness and understanding of staffing requirements and to share knowledge and understanding. Specifically for operational role recruitment, this will require an ability to work with other Fire Services and emergency services; obtaining and sharing knowledge to provide the most effective, efficient and timely processes that support a consistent level of establishment.
- On an annual basis the Service recruits approximately 18 Support staff, 25 Wholetime Operational staff and 20 On-call (retained) Operational staff to work in locations across Bedfordshire.

**CONTEXT**

The postholder is responsible for the delivery of comprehensive recruitment ensuring the provision of specialist professional support and guidance on operational and notable practice issues in relation to recruitment, selection and adherence to national and local standards.

The Service employs approximately 600 staff on nationally agreed 'Grey' (Operational staff) and 'Green' (Support staff) book terms and conditions. Operational staff work on both Wholetime (full-time) and On-call (Retained) duty systems to provide required fire and rescue coverage to the community. This means that there is a broad and varying range of talent that needs to be targeted to successfully resource all vacancies.

The postholder will develop and deliver recruitment initiatives and on behalf of the Service, liaise with appropriate external organisations, such as other Fire and Rescue Services, other emergency services, community support groups, education providers, and internal stakeholders.

The postholder will support the development and implementation of recruitment related policies and procedures, providing HR advice, support and training relating to recruitment and employment matters.

The postholder will work closely with the Service's Diversity Adviser to actively promote the Service's values and ethics in support of our People Strategy. As an equal opportunities employer and a Disability Confident organisation, the Service is keen to promote positive action events and this role plays a key part in working towards building a workforce that is representative of the local community.

As well as providing advice and guidance, the role will also be 'hands on' and involved in selection panels including shortlisting and interviewing, as and when required.

The postholder will need to be able to converse at ease with members of the public and provide advice in accurate spoken English.

**Physical effort:**

- Physical effort will be restricted to what is reasonably expected within the job description including the requirement to set up promotional stands and equipment.

**Working environment:**

- A place of work will be provided within the HR team based at Service Headquarters. The postholder will need to travel to other locations across the County of Bedfordshire to facilitate the effective delivery of this role; meeting with partners and attending meetings and training sessions.
- The postholder will be required to work evenings and weekends as necessary. The working week is 37 hours; the evening and weekend working will be incorporated within these hours by utilising the flexi-time agreement.
- Reasonable adjustment would be made to accommodate the postholder as part of our commitment to equality and diversity.

JD/PS last reviewed: HROM; 21.07.2022

**BEDFORDSHIRE FIRE AND RESCUE SERVICE**

**PERSON SPECIFICATION**

List below the skill, knowledge, experience and qualifications considered necessary to carry out the duties of the post as shown in the job description.

**ESSENTIAL**

**DESIRABLE**

Qualifications

Associate of the Chartered Institute of Personnel and Development (CIPD) or significant experience in Recruitment

Qualifications

CIPD Level 7 Advanced Award in Resourcing and Talent Management

Experience

In-depth experience of using a wide range of candidate attraction techniques, including press, online and social media

Experience

Experience of using and maintaining an online recruitment system

In-depth experience of developing and delivering high quality recruitment campaigns and processes that meet business needs, are timely and cost-conscious

Experience of working with Local Authority or Emergency Services terms and conditions of service

In-depth experience of utilising a wide range of assessment and interviewing techniques, according to their relative benefits and uses

Experience in delivering continuous improvement through process analysis and revision, developing appropriate supporting policies and procedures

Experience of effectively managing a team

Experience of workforce/succession planning

Skills

Strong organisational skills, demonstrating accuracy, attention to detail and confidentiality

Skills

Self-motivated and delivery focused, able to plan and prioritise workload to maximise effectiveness

Excellent communication skills, both written and verbal (including presentations), able to consult, negotiate and influence managers within the organisation and external agencies

Ability to research, interpret, apply and communicate complex information, identifying management information needs and providing appropriate reports

IT literate including competent use of Microsoft Office, Word and Excel and experience of using databases

Knowledge

Knowledge of recruitment policy and procedure and employment law relating to recruitment including a detailed understanding of the Equality Act 2010.

Knowledge of what positive action means in theory and in practice, knowing how it can be applied within an organisation to improve better community representation.

Knowledge

Knowledge of the use of Disclosure and Barring Service and other pre-employment checks in recruitment

**SIGNED BY:**

**Head of Human Resources**..... DATE:.....  
*Functional Head*

**Resourcing Manager**..... DATE:.....  
*AUTHOR/LINE MANAGER*

**Assistant HR Operations Manager** ..... DATE .....  
*HUMAN RESOURCES*