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Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/business-support-officer-3>

Business Support Officer

Description

1. To provide a professional recruitment, induction and coordination service to the TTP Team
2. Liaising with the HR Employment Support Team to ensure that all relevant recruitment and selection policies are adhered to and that new starters commence in a timely manner

Responsibilities

1. Supporting the TTP management matters in relation to recruitment.
2. Be the main point of contact for new starters to the the TTP to ensure that they complete their pre-employment checks in a timely manner and are updated during every stage of the recruitment process to ensure there is no delay to their start date.
3. Take the lead role in recruiting the required calibre and number of employees needed by the TTP Team. Participating in the recruitment and selection process, providing advice on procedure and policy to ensure fair selection of staff.
4. Advising the TTP management and employees on the recruitment process commissioning expert opinion from the HR Business Manager and other HR professionals when necessary.
5. Coordinate induction arrangements for employees of the TTP Team, ensuring timely communication with new starters in relation to process and practices within the team.
6. Liaise with the ICT Section to order IT equipment for new starters to the TTP and to ensure this is actioned in a timely manner.
7. Assist the TTP manager as required in relation to staffing matters by liaising with the relevant HR Officer in the Environment Directorate to ensure that policies and procedures are adhered to.
8. Arrange and attend meetings as required by the TTP Team Manager providing recruitment advice to those meetings and also providing admin support, if required.
9. Researching best practice and developing activities to accord with best practice.
10. Assist in analysing management information. Assist in producing reports for the TTP Manager, identifying good practice and issues that require attention.
11. Maintaining employee records, ensuring compliance with the Data Protection Act and other relevant legislation and best practice standards.
12. Undertaking projects commensurate with the grade and duties of the post as required by the TTP Manager.

Date posted

16 January 2024

Base Salary

£ 12.69

Job Location

Neath, SA11 2GG, Wales

Working Hours

9.00am to 5.00pm - Monday to Friday - 37 hours per week

Beginning of employment

From 22nd January onwards

Duration of employment

3

Employment Type

Full-time, Temporary

13. Assisting with the management of health, safety and welfare arrangements.

14. Participating in the planning and delivery of induction arrangements.

Qualifications

Previous Business Support Officer/Administrative experience essential.

Local Authority/Council experience preferred.

Essential:

- Experience of recruitment practice at professional level in an advisory role
- Experience of providing basic advice and guidance in relation to recruitment policies
- Experience of drafting business correspondence
- Ability to use the Microsoft Office suite of products, including basic spreadsheets and Teams. Also other virtual methods of communication such as Skype and Zoom

Contacts



Telephone: 01793 467142

Email: mail@coepi.uk