



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

JOB TITLE:	HR Transactional Co-ordinator		
GRADE:	G5	SERVICE AREA:	Resources & Transformation
JOB CODE:			
REPORTS TO:	Transactional Officer	LOCATION:	Any Council premises
SPECIAL CONDITIONS:	Working outside of standard office hours may occasionally be required which could include overtime and weekend working.		

1. Main purpose of the job role:

- To deliver a pro-active, progressive, innovative and customer-focused transactional service, mainly concentrating on the operational/administration procedures that are required in relation to pre-employment clearances, employment contracts and professional registration.

2. Role specific duties and accountabilities:

- To ensure that all transactional HR related administration functions are of a high standard and quality in terms of adhering to Council procedures and audit requirements and legislation.
- To provide a high quality customer service for recruiting managers which is solution focused and continuously improved
- To safeguard the Council in terms of all pre-employment and contract engagement functions with particular emphasis on DBS clearance, Right to Work in the UK and any professional registrations.
- To provide advice and guidance to managers regarding the completion of pre-employment clearances and associated employment contracts in line with predetermined operational processes.
- To provide accessible, accurate and reliable monitoring information in a timely and efficient manner, ensuring the production of useful intelligence to support continuous improvement of services.
- Assist with the Identification and investigation of data anomalies.
- Commitment to team working principles, including providing appropriate office cover at all times.
- Responsibility for up loading associated paper work to individual personal files.
- Adhere to the security, confidentiality and accuracy of Council records and information systems with due regard to legislation, Council policy and procedures.

- To adhere to all audit and legislative requirements at all times.
- Any other duties commensurate with the grade, in consultation with the employee and in accordance with the provisions of relevant employment legislation.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE HR Transactional Coordinator		GRADE G5
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	N/A	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Possess the knowledge required to issue employment related contracts accurately.	I	3
Possess a working knowledge of recruitment issues and best practice including e-recruitment.	I	3
Possess effective IT skills to enable the use of the Council's e-recruitment solution accurately and to its full potential.	I	3
Ability to provide accurate monitoring information in formats that are customer friendly.	I	2
Ability to build effective working relationships with customers and outside partners	A/I	3
To maintain high levels of personal integrity and confidentiality within a politically sensitive environment	A/I	3
Able to work to tight and often conflicting deadlines in a professional and confident manner.	A/I	3
Ability to think independently and proactively to identify the real issues behind problems and offer solutions.	A/I	3
Ability to work collaboratively with other team members and members of HR	A/I	3
Awareness of and commitment to equality and diversity	I	2

Ability to work on own initiative as well as in consultation with senior managers in a positive and harmonious manner		A/I	3
Understanding of the challenges facing local government.		I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
Experience and working knowledge of Transactional / recruitment processes including employment contracts and pre-employment clearances		A/I	3
Experience of working with HR Management Systems in relation to recruitment		A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
2 GCSE's grades A-C or equivalent preferably in English and Maths or a relevant HR related qualification or relevant equivalent work experience		A	
Other Essential Requirements			
Awareness of, and commitment to, confidentiality and handling data		I	3
Prepared by:	Ian Sutheran	Date:	July 2022