



## Cumberland Council

### Post Specification

<b>Date</b>	<b>January 2026</b>
<b>Post Group Number</b>	<b>PG8898</b>
<b>Post Title</b>	<b>Recruitment Manager</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS15</b>
<b>Final Grade</b>	<b>Grade 15</b>

To be read in conjunction with the job family role profile

#### Service Area description

The HROD Service delivers professional and enabling HROD services that are aligned to the strategic priorities of the Council's Strategic Plan. The service provides comprehensive support to employees, managers, Trades Unions and strategic partners to support the full employee lifecycle: attraction, recruitment, onboarding, development, retention and exit/leaving.

The Recruitment team sits within the HROD service and provides comprehensive support on all aspects of recruitment Administration including operational and strategic support to ensure a complete, robust and fair recruitment and onboarding package for candidates.

#### Purpose of this post

The Recruitment Administration Manager is responsible for leading the recruitment administration function, ensuring that all recruitment and onboarding processes are delivered efficiently, fairly, and in accordance with public-sector policy, safeguarding requirements, and statutory obligations.

The role ensures high-quality candidate and hiring-manager experiences while maintaining robust governance, compliance, and data accuracy across the recruitment lifecycle.

#### Key job specific accountabilities

##### Recruitment Operations

1. Oversee all recruitment administration activity, including job advertisements, interview arrangements, conditional offers, issuing contracts, and pre-employment checks.
2. Ensure that recruitment processes comply with public-sector policies—including safer recruitment, equal opportunities, and workforce governance standards.
3. Coordinate the completion of statutory checks (e.g., Right to Work, DBS, references, qualifications) in line with organisational and regulatory requirements.
4. Ensure the associated systems are used effectively, with accurate data entry and consistent process adherence.

##### Governance, Compliance & Policy

1. Ensure all recruitment activity complies with employment legislation, GDPR, Equality Act 2010, and relevant public-sector safeguarding frameworks.

2. Maintain clear audit trails for recruitment decisions and documentation in line with internal audit and external regulatory requirements.
3. Support the updating, implementation, and communication of recruitment and safer-recruitment policies.
4. Produce accurate recruitment reports, dashboards, and compliance metrics for senior leaders, stakeholders, and audit bodies.

### Stakeholder Coordination

1. Act as the primary contact for hiring managers, providing advice on recruitment policy, process, timelines, and compliance expectations.
2. Build effective working relationships with HR Business Partners, departmental leaders, and external partners where required.
3. Ensure candidates experience a professional, transparent, and inclusive recruitment process that aligns with public-sector values.

### Process Improvement & Systems

1. Identify opportunities to streamline processes and enhance the efficiency and consistency of the recruitment administration function.
2. Work with HR Systems and Digital teams to support system improvements, upgrades, and user training.
3. Contribute to wider people-related projects, including EDI initiatives, workforce planning, and employer-brand development.

**Please note annual targets will be discussed during the appraisal process**

### Key facts and figures of the post

<b>Budget Responsibilities</b>	None
<b>Staff Management Responsibilities</b>	Lead, support, and develop a team of recruitment administrators/coordinators, ensuring high performance and a customer-focused culture.
	Allocate and monitor workloads, ensuring consistent service delivery against internal service standards and KPIs.
	Provide coaching, training, and guidance on recruitment policy, systems, and legislative requirements.
<b>Other</b>	Matrix management of other key roles within the service

### Essential Criteria - Qualifications, knowledge, experience and expertise

- **Professional and management qualifications**, or equivalent demonstrable experience operating at an appropriate level.
- **CIPD membership** (or working towards) or equivalent demonstrable HR/recruitment experience.
- **Significant experience in recruitment administration or HR operations** within a complex, multi stakeholder or public sector environment.
- **Experience supervising or managing administration teams**, including workflow oversight and service delivery coordination.

- **Strong understanding of recruitment governance and safer recruitment standards**, including statutory Right to Work, DBS checks, reference verification, and pre employment vetting.
- **Comprehensive knowledge of employment legislation, GDPR, equality legislation, safeguarding requirements, and public sector regulatory compliance.**
- **Experience managing data within HR and ATS systems**, ideally including iTrent, ServiceNow (SNOW), and Liberty Create, with a strong commitment to data accuracy and integrity.
- **Excellent customer service skills**, with the ability to operate effectively in a high volume, fast paced service centre environment.
- **Strong organisational skills**, able to prioritise competing demands, manage deadlines, and maintain service levels under pressure.
- **High attention to detail**, accuracy, and the ability to maintain audit ready documentation and robust governance records.
- **Strong communication and relationship building skills**, with the ability to engage confidently with managers, candidates, and stakeholders.
- Ability to **interpret and explain policy, processes, and compliance requirements**, and support consistent application across the organisation.
- **Experience working within a unionised environment**
- **Demonstrates public service values** including transparency, fairness, accountability, and inclusive practice.
- **Collaborative and supportive**, able to build trust and work constructively with colleagues across HR, departments, and external partners.
- **Committed to equality, diversity, and inclusive recruitment practices** and ensuring processes are accessible and fair.
- **Calm, professional, and solutions focused** when managing operational pressures or complex cases.
- **Proactive in identifying improvements**, contributing to continuous development, system enhancements, and positive change.
- **Maintains confidentiality and acts with integrity**

#### Disclosure and Barring Service – DBS Checks

Not required

#### Job working circumstances

<b>Emotional Demands</b>	Normal working conditions
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<b>Physical Demands</b>	Normal working conditions
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<b>Working Conditions</b>	Agile working, office based.
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#### Other Factors

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