

United Kingdom Jobs Expertini®

Recruitment & Selection Executive Officer

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Company: Brook Street

Location: United Kingdom

Category: business-and-financial-operations

Job Description

EXCELLENT OPPORTUNITY TO WORK WITH THE BIGGEST PUBLIC SECTOR ORGANISATION

NORTHERN IRELAND BASED

EXECUTIVE OFFICER'S REQUIRED

HYBRID WORKING

Based in 4 sites across NI (Armagh, Ballee, Dundonald and Omagh), working 36 hours per week Monday to Friday 9-5pm, the successful candidate will work at an Executive Officer grade on a temporary basis, for our client's Recruitment and Selection department that specialises on youth and education support programmes and services across NI. This role will entail both working in the office in one of the five sites and working at a hybrid approach, working from home as and when required. You must live within a radius of one of the five site areas listed above to work in this role.

The successful candidate will work within the Recruitment & Selection Division and will provide administrative support, follow set procedures, and exercise some independent

judgement in carrying out instructions under general supervision. Training is provided for the first initial weeks.

The length of this temporary role is 5-6 months initially with no guarantee of it being extended. The rate of pay for this role is £12.94 per hour.

Duties will include:

Plan, organise and prioritise work to ensure timely completion of tasks and deadlines met.

Allocate work, check quality and quantity of work and monitor performance.

Train or ensure the effective training of staff in the conditions of service, procedures, processes, and information systems required for effective running of the department

Collating and analysing information or data, submitting results in a written report

Assisting with budget preparation and control if required

Acting as an administrative liaison with internal and / or external sources

Preparing routine correspondence

Providing administrative support in relation to all aspects of the work of the section using the full range of IT equipment including typing, databases, spreadsheets, email, intranet, and internet facilities

Assist Education Authority officers, customers, the public and other professionals in respect of agreed aspects of the service

Assisting in the collation of factual data and statistical information from various sources to support the work identified.

May be given responsibility for supervising the work of up to 5 staff to ensure effective service

delivery

Brook Street are proud to support the Armed Forces Covenant and as such, we guarantee to interview all candidates who are veterans or spouses/partners of military personnel, and who meet all the essential criteria for the vacancy. As a Disability Confident Leader, and holder of the Gold Award status from the Defence Employer Recognition Scheme, Brook Street, as a supplier to the Public Sector Resourcing Framework (PSR), will offer you a guaranteed interview with a PSR Sourcer.

Should you identify as a candidate with a disability and/or as a veteran or spouse/partner of military personnel and meet all the essential criteria for the role, we encourage you to reach out to us via the Brook Street website. Here you will find a link to register your interest and state the role that you are interested in. We are committed to engaging with you. In cases where we have a high volume of ex-military candidates/military spouses/partners, who meet all the essential criteria, Brook Street will interview the best candidates from within that group.

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