



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

Job Description

On-Call Recruitment & Engagement Officer

Department: Response Directorate
Grade: Scale 5
Location: Hindlip, Worcester
Responsible to: Station Commander

Main purpose of the role

To assist in the design, development and promotion of EDI focused recruitment of On-Call Firefighters to support the delivery of high quality, sustainable services to the communities of Herefordshire and Worcestershire.

You will engage and build relationships with stakeholders, community teams and network groups to deliver initiatives and raise awareness of the On-Call Firefighter role and create processes and opportunities to positively impact recruitment and the diversity profile within the service.

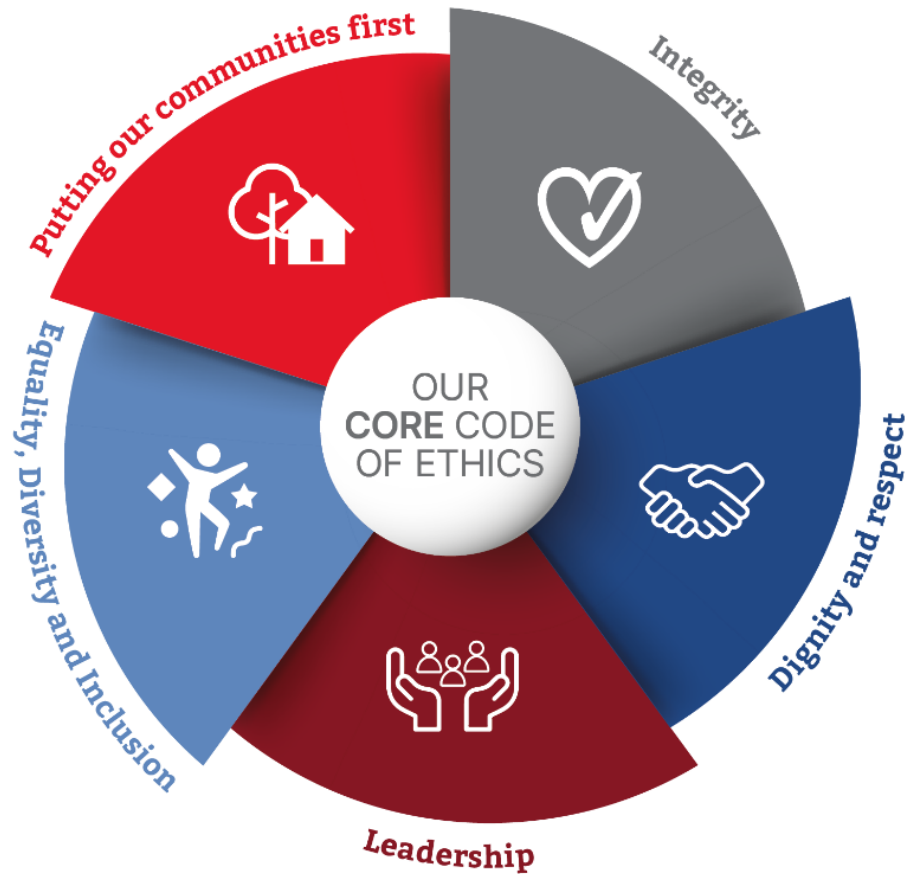
Key Duties and Responsibilities

Design and deliver targeted recruitment and marketing campaigns across Herefordshire and Worcestershire
Deliver awareness sessions to prospective candidates to promote the role of the On-Call Firefighter and the wide range of benefits on offer
Design and deliver taster, preparation and selection testing events to prospective candidates
Support positive action campaigns and other initiatives to influence the diversity profile of the service
Drive initiatives that optimise equal access to opportunity in recruitment
Engage with and support candidates as they progress through the recruitment process
To promote, implement and comply with Service policies, procedures and practices and principles, ensuring that service delivery and employment decisions are made in accordance with published Service policies, particularly those relating to equality of opportunity. To comply with and promote allied policies and procedures, treating all individuals without exception, with dignity and respect. To initiate appropriate action and procedures when breaches are evident.
To undertake other duties and responsibilities appropriate to the post and grade as may be assigned

Person Specification

Requirements	Essential or Desirable	Identified by
Qualifications and Training		
GCSE Grade C or above (or equivalent) in English and Math's	Essential	Application
Coaching and/or mentoring qualification	Desirable	Application
Experience		
Recruitment and marketing experience	Essential	Application, Interview
Experience in business planning and business growth strategies	Desirable	Application, Interview
Experience in designing and implementing innovative solutions to deliver growth	Essential	Application, Interview
Experience of developing and managing candidate relationships to ensure high levels of candidate satisfaction	Essential	Application, Interview
Knowledge of equality, diversity and inclusion legislation	Essential	Application, Interview
Experience of attracting and engaging with underrepresented groups to positively impact the organisations diversity profile	Desirable	Application, Interview
Experience of being a good team player who can work well on their own or as part of a team and provide practical solutions	Essential	Application, Interview
Skills and Abilities		
An ability to manage own workloads and work without supervision	Essential	Application, Interview
A flexible attitude and willingness to support recruitment and marketing campaigns outside normal working hours	Essential	Application, Interview

An ability to complete and maintain records in a computerised format using Microsoft Office 365	Essential	Application, Interview
An excellent communicator with well-developed interpersonal skills	Essential	Application, Interview
The ability to analyse and interpret data with meticulous attention to detail	Essential	Application, Interview
Other		
Ability to act at all times in a way that demonstrates and promotes the values of the Service	Essential	Application, Interview
Ability to travel between locations	Essential	Application, Interview
Hold a current full driving licence for driving a manual vehicle and have use of own vehicle for work purposes (reasonable adjustments considered under the Equality Act 2010)	Essential	Application



Putting our communities first

We put the interest of the public, the community and service users first.

Integrity

We act with integrity including being open, honest and consistent in everything we do.

Dignity and respect

We make decisions objectively based on evidence, without discrimination or bias.

Leadership

As positive role models, we are accountable for everything we do and challenge all behaviour that falls short of the highest standards.

Equality, Diversity and Inclusion

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.