



## PACT HR Recruitment Pack

### Who we are:

PACT HR is one of a number of traded services within Bradford Metropolitan District Council. We provide a full range of HR support services predominately within the Education Sector. We work collaboratively with a number of Schools, Multi Academy Trusts and Nurseries and Local Authorities, covering HR strategy and the full life cycle of the employee as part of our HR advisory services.

Our service has a great team of dedicated HR professionals, with a wealth of experience and knowledge, who always work together to deliver the best possible service to our customers. We pride ourselves on excellent customer relationships, being flexible and having a can do attitude.

### What we do:

At PACT HR we provide our customers with the support needed to ensure their people remain their greatest asset.

Engaging with PACT HR offers customers the opportunity to outsource some, or all of their HR function; placing it in the hands of education HR specialists with a wealth of experience.

Based in Bradford, we support organisations across the Yorkshire district, and further afield.

If you are looking to work with a team of highly professional, flexible, dependable and friendly HR experts in a rewarding environment, look no further. We are confident we can provide you with everything you need to develop your career in Education HR.

### Our Team

PACT HR is made up of the following teams:

- Business Partners
- Consultancy
- Contracts Administration
- Advertising and Recruitment
- DBS
- Telephone and Online Support



Phone: 01274 436644

Email: [Pact-HR@bradford.gov.uk](mailto:Pact-HR@bradford.gov.uk)



City of  
**BRADFORD**  
METROPOLITAN DISTRICT COUNCIL



## Why join Team Bradford at Bradford Council

If you care about making a difference and believe in the work you do (or the work you want to do), then we want to hear from you. Our workforce changes lives, so whatever the job might be, if you want to do it to the best of your ability and are passionate about the district then we want you in Team Bradford.

Bradford Council is a great place to work and below are just a few of the reasons why!

#LoveMyJob

As the leading employer in the district, we care about creating a great place to work. We want every employee to be able to say they love their job, whatever that might be. We provide support to help that happen, from recently improved performance management systems, to a wide range of training and development opportunities.

The colleagues around you can make or break how you feel about work. Having positive workmates, with a can-do attitude, who want to help and who care about getting things right, can make a massive difference. Our [Bradford Behaviours](#) provide guidance about what is expected of all employees, to help make Bradford Council a great place to work for everyone.

### Family Friendly Working

- West Yorkshire Pension Fund
- Flexible working (including hybrid working) and Flexi Time
- Leave
- Annual Travel Card and Discounted Car Parking
- Cycle to Work
- Service Excellence Awards
- Learning and Development
- Loyalty Awards
- Metrofit Card and Club Active
- Bradford Credit Union
- Employee Benefits
- Employee Wellbeing

### About Bradford

From a cultural urban centre, to sweeping landscapes and stunning heritage towns – we have something for everyone across approximately 141 square miles, stretching across Airedale, Wharfedale and the Worth Valley. Those moving to the area could choose Bradford city and the towns of Bingley, Ilkley, Keighley and Shipley or one of many other communities including Addingham, Baildon, Burley in Wharfedale, Cullingworth, Denholme, Eastburn, Eccleshill, Haworth, Menston, Oxenhope, Queensbury, Silsden, Steeton and Thornton. Please visit the Visit Bradford website.

### Bradford is the UK City of Culture 2025

The year is set to deliver more than 1000 new performances and events including 365 artist commissions, a series of major arts festivals as well as exciting national and international collaborations. Its themes will be rooted in the unique heritage and character of Bradford and will reveal the magic of the district that is held in its people, its ambition, and above all, its potential.

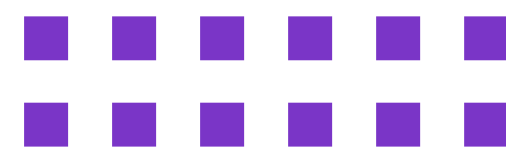
This is Our Time, Our Place.



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## Advert

**Department of Corporate Resources  
PACT HR**

**Recruitment and Advertising Officer**

**Post Reference: To be determined by HR**

**Band 5 £19,264 pa - £20,043 pa (Pro rata for Part Time Posts) (Pay Award Pending)**

**1x 37 hours per week**

**Based at Britannia House (currently home working)**

PACT HR is a Traded Service of Bradford Council, providing a range of outsourced HR support services predominantly to education establishments across the West Yorkshire District. We are seeking to appoint a Recruitment and Advertising Officer to join the Prospects Team.

Working as part of the Recruitment and Advertising Team, you will provide an accurate, efficient and courteous recruitment and advertising Service to schools in the Bradford district, and other customers, working to tight deadlines. You will process advert requests on the online advertising system and help to manage the social media presence for the service. You will liaise professionally with candidates and customers via email and telephone and maintain electronic records accurately. Working with the team you will support maximisation of income generation for the service and support other members of the team where necessary.

### You will need:

- Excellent communication and customer service skills
- The ability to work to tight deadlines
- A creative flair to use design programmes
- To be an effective team player
- Experience in Microsoft Office packages
- Flexibility and willingness to support the wider team

For further information regarding this post please contact Kate Davies, HR Business Operations Lead on 07773 209232, email [kdavies@bradford.gov.uk](mailto:kdavies@bradford.gov.uk)

To apply, please go to [www.bradford.engageats.co.uk](http://www.bradford.engageats.co.uk) (we cannot accept direct applications or CV's)

The Code of Practice on the English language requirement for public sector workers, Part 7 of the Immigration Act 2016 requires that Councils ensure that all candidates applying for customer facing posts must be assessed in order to establish their fluency in English.

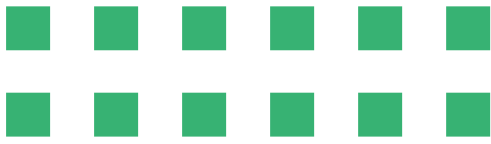
The criteria under special knowledge and experience on the job profile which is shown in this advert outlines what level of fluency you will be expected to demonstrate. Therefore, it is essential that you provide examples in your application.

**Closing Date: Sunday 23rd October 2022**



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City of Bradford Metropolitan District Council Job Profile

DEPARTMENT: Corporate Resources	SERVICE GROUP: Human Resources – PACT HR
POST TITLE: Recruitment and Advertising Officer	REPORTS TO: Recruitment and Advertising Manager
GRADE: Band 5	SAP POSITION NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.  
Please see the separate guidance information on how to complete the form located on Bradnet.

Key Purpose of Post:

- To provide an accurate, efficient and courteous recruitment and advertising Service to schools in the Bradford District, and other customers, working to tight deadlines
- To receive and process recruitment adverts on behalf of customers and produce the prospects advertising brochure. Add online adverts to the website and manage the social media presence for recruitment advertising. Identify and implement new ways of advertising.







## City of Bradford Metropolitan District Council Job Profile

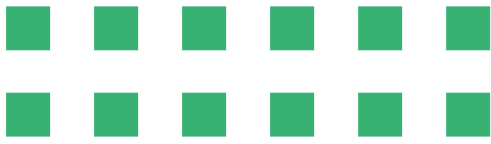
### Main Responsibilities of Post:

- Receive recruitment adverts from Schools, Trusts and other organisations by the deadline, and prepare them for processing
- Ensure adverts are logged and recorded on the agreed system prior to processing
- Create, design and proof read adverts, ensuring any errors are identified and corrected
- Calculate the costs of adverts and provide the information to schools and other customers
- Liaising with customers about recruitment packs and role profiles to attach to online adverts
- Publishing of vacancies online and on external media
- Use social media to advertise and promote vacancies
- Liaise with candidates and respond to queries regarding candidate registration, login, passwords and applications
- Liaise with customers, internal staff and suppliers at all levels
- Answer telephone and email enquiries promptly and accurately
- Work with the website supplier on the regular maintenance and updating of candidate records
- Ensure appropriate updating of electronic and paper files
- Maintain and update records, using spreadsheets and financial systems
- Provide admin support to the HR teams
- Implement and have regard to Bradford Council's policies and procedures.
- Operate within the guidelines of the Service
- To contribute to the development of the recruitment advertising service within PACT HR, maximising advertising reach and revenue where possible.
- Assist in the administration of the online DBS system and assist customers with queries
- Keep up to date with DBS and other regulations affecting the work of the team

### Structure:

- Head of PACT HR
  - PACT HR Business Operations Lead
  - Recruitment and Advertising Manager
  - Advertising Team





City of Bradford Metropolitan District Council Job Profile

Special Knowledge Requirement: Will be used in shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Due to the Governments fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public	X
Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical/specialist area:	X
<ul style="list-style-type: none"><li>• Knowledge of recruitment and selection procedures</li><li>• Able to follow administrative procedures</li></ul>	
Uses a range of complex IT packages relating to area of work, including desk top publishing, spreadsheets, word etc	X
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	X
Knows and understands how to use, interpret, handle and communicate Information	X
Knowledge of the recruitment industry and recruitment processes	

Relevant experience requirement: Will be used in shortlisting

- Experience of carrying out work accurately and to tight deadlines
- Experience of dealing with customers over the telephone
- Experience of using email to communicate with customers
- Some creative flair for the design and production of recruitment advertisements

Relevant professional qualifications requirement: Will be used in shortlisting

- NVQ level 2 in business administration or equivalent practical experience

Core Employee competencies to be used at the interview stage.

- **Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.
- **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
- **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
- **Undertakes Structured Problem Solving Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
- **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Working Conditions:

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

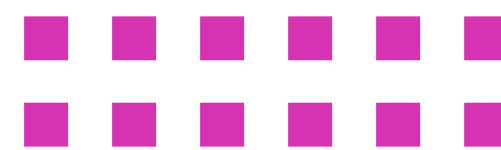
Currently working from home.

Special Conditions:

Some out of office hours may be required to ensure deaslines are met

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## Equal Rights and Diversity Statement

This statement outlines the Council's commitment to equality and diversity. We want to make our district a fairer and more equitable place for everyone in the district.

The Council aims to eliminate discrimination, advance equality of opportunity and foster good relations across all protected characteristics in all its activities including its decision-making, policy development, budget setting, procurement and commissioning, service delivery and employment functions.

## Pension

When you commence employment with the Council, you will immediately become a member of the West Yorkshire Pension Fund although under current regulations it is possible to opt out within the first three months.

## Interview expenses

You may be able to claim travel and subsistence expenses incurred. Please discuss with the recruiting manager.

## Trade Union membership

This Council supports the principle that all employees should be encouraged to be members of an appropriate trade union recognised for the purpose of negotiation and consultation.

## Equality Act (2010)

As an equal rights employer we are committed to providing equality of access to employment and to development opportunities for people from all parts of the community. We particularly encourage applications from disabled people who are under-represented amongst our employees.

See below for information on the definition of disability, reasonable adjustments, guaranteed interview, alternative formats, rehabilitation of offenders, policy on employment of people with a criminal record etc

## Disabilities

Bradford Council has been awarded Disability Confident status by the Department of Work and Pensions.

Disability Confident is a national scheme which aims to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.

## Definition of Disability

The Equality Act 2010 defines a 'disabled person' for the purpose of the Act as a person who has a 'disability' if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on her or his ability to carry out normal day-to-day activities.

- Physical impairments - This includes for instance, a weakening of part of the body (eyes, ears, limbs, internal organs etc.) caused through illness, by accident or congenitally. Examples would be Blindness, Deafness, Paralysis of a leg, Heart Disease, Diabetes, Epilepsy, ME.
- Mental health - This includes a clinically well recognised mental illness. Mental ill health can range from feeling a bit down to common disorders such as anxiety and depression and in limited cases to severe mental illness such as bi-polar disorder or schizophrenia. Some illnesses are persistent and may be classed as a disability while others come and go, giving the individual good and bad days. For example someone with a mild form of depression with only minor effects may not be covered but someone with severe depression with substantial effects on their daily life is likely to be considered as disabled under the act.
- Learning Disability - For example Dyslexia, Asperger's Syndrome and Autism are also recognised disability conditions.
- Substantial - Put simply, this means the effect of the physical or mental impairment on ability to carry out normal day-to-day activities is more than minor or trivial. It does not have to be a severe effect.
- Long term adverse effect - The effect has to have lasted, or be likely to last, overall for at least 12 months and the effect must be a detrimental one.
- A person with a life expectancy of less than 12 months is also covered.

## Reasonable adjustments

To support our aim of removing barriers to employment for disabled people we are committed to making any necessary reasonable adjustments. These adjustments may include modifying the selection process, the job role or the working environment. To assist us in planning to accommodate your individual needs (if any); it would be helpful if your application could be supplemented by any information you may wish to provide about your needs. This information will be treated as confidential within the recruitment process and will be used solely with your consent, for the purpose of enabling selectors (and our Occupational Health Unit if appropriate) to make a fair assessment of your capabilities.

## Guaranteed interview

The Council has a policy to interview any disabled applicant who meets the essential special knowledge criteria (these are marked with a X). You must also be able to demonstrate that you meet the experience and qualifications criteria. We also consider any reasonable adjustments that need to be made as we wish to ensure that disabled candidates needs are taken into account during the selection process.

Please see [www.bradford.gov.uk/jobs](http://www.bradford.gov.uk/jobs) for more information

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