Ambitious Stockport, creating opportunities *for everyone*

Thinking Stockport

Achieving as a Team

Working with Ambition

Showing everyone Respect

Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – Best for Inclusion winner at the Greater Manchester Good Employment Awards 2026

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at https://greater.jobs/locations/stockport/



STOCKPORT METROPOLITAN BOROUGH COUNCIL

RACE EQUALITY MATTERS MEMBER 2025/26

We are a Living Wage Employer

Greater Manchester Guaranteed Assessment Scheme

disability confident EMPLOYER

GREATER MANCHESTER GOOD EMPLOYMENT CHARTER

ARMED FORCES COVENANT

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About the Job

Role:	Recruitment and Human Resources Officer
Service Area:	Human Resources
Directorate:	Corporate and Support Services
Salary Grade:	Scale 6

Main Purpose of the Job

Based in the Recruitment team the postholder will manage allocated recruitment activity and provide HR advice on sickness absence cases and employee relations advice in relation to early employment matters. Responsibilities will also include providing advice on probation cases, redeployment matters, recruitment queries, workforce data collation, agency worker reduction activity and complex sponsorship and employment queries.

Specific tasks across HR could include:

- Managing recruitment campaigns and job offers, advising on both routine and complex manager and candidate queries and ensuring compliance with UK laws and Council policies whilst also ensuring timely progression.
- Managing and progressing allocated sickness absence casework and probation cases, including gathering relevant information, maintaining accurate records and escalating complex matters appropriately.
- Providing advice and operational support on redeployment matters, including job matching, priority consideration and liaison with managers and employees.
- Collating, checking, analysing and interpreting workforce and recruitment data to resolve queries and support service planning, workforce reporting, policy writing and decision making.
- Resolving transactional and contractual employment queries, using HR, payroll and recruitment systems and agreed procedures.
- Providing technical guidance and support to colleagues, helping to build confidence and consistency across recruitment and HR processes.
- Managing a varied caseload of designated HR and recruitment tasks ensuring matters are progressed, monitored and brought to a satisfactory conclusion.
- Managing the process for the provision of agency workers across the Council and supporting activity to reduce reliance on agency workers by collating agency information, monitoring recruitment requirements and advising on appropriate resourcing options.

- Contributing to the development and improvement of systems and processes that support the delivery of HR, recruitment and other people-related services. Ensuring intranet content and communication channels remain up-to-date and relevant.
- Contribute to the development and updating of Council policies and guidance notes. Providing advice and guidance to managers, employees and candidates on relevant policies and procedures, including complex recruitment and sponsorship/employment queries.
- Update manuals/procedures and provide training to colleagues where appropriate
- Working as part of team understanding and focussing on how the role supports the teams and departments priorities
- Working with colleagues to co-ordinate, develop and improve systems, processes and data reporting to help ensure improved service delivery to the Borough of Stockport.
- Responsible for triaging, tracking and responding to recruitment, sickness absence, redeployment and sponsorship/employment queries within agreed processes
- Interpreting and communicating HR policies, recruitment procedures, redeployment processes and employment requirements to a range of audiences
- Conveying information and advice to others that can be complex or sensitive in nature, ensuring agreed actions are understood, progressed and recorded
- Exercising confidentiality of personal and sensitive information based on the Council's Information Governance policy and procedures
- Proactively researching information from a range of different sources, internally and externally to help inform own knowledge to benefit the work of the team
- Using evidence and data to identify and recommend improvements to HR and recruitment processes, particularly where there is inefficiency, risk or duplication.
- Working positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- Fulfilling personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

The role may also provide support to other areas of HR and OD including:

- Resourcing and Service Transformation
- Information, Advice and Guidance and Transactional Support
- Employee Relations
- Employee wellbeing, engagement and equalities
- Workforce and Organisational Development

Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly

according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach, you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Experience of HR administration, recruitment processes or advising on HR policy
- Knowledge of key employment laws applying to recruitment activity
- Experience of supporting projects, process implementation or service improvement activity to deliver change.
- Experience of using IT systems to process complex management requests and collate, check and interpret workforce or recruitment data
- Excellent attention to detail
- Effective organisational skills
- Effective oral, written and presentational communication skills
- Ability to confidently advise managers and stakeholders at all levels on recruitment, sickness absence, redeployment and complex employment queries

To work to the Council's values and behaviours by:

- Keeping the people of **Stockport** at the heart of what we do
- Succeeding as a **team**, collaborating with colleagues and partners
- Driving things forward with **ambition**, creativity and confidence.
- Showing value and **respect** to our colleagues, partners and customers.