



JOB DESCRIPTION

Job Title: Recruitment & DBS Advisor	Post No:	Grade: Hoople Band B
Service: Human Resources	Division: Hoople Recruitment	Location: Auxilium House, Hereford
Organisational information: Responsible to: Recruitment & DBS Manager Dimensions: The postholder will be responsible for the administration of recruitment of staff and the Hoople DBS Service for Herefordshire Council. Key relationships/Functional links with: <i>Internal:</i> HR Managers / Advisors, Hoople Resourcing staff, Hoople Managers and staff. <i>External :</i> Candidates, Herefordshire Council and customers ranging from managers within partner organisations, other public sector customers, Schools and Academies, Care Homes, GP Surgeries and other commercial businesses and the Disclosure and Barring Service.		
Main Purpose of Job: To provide a high quality recruitment and DBS service to all customers. Provide high quality customer service to internal and external customers ensuring the service operates smoothly and efficiently. Undertake a full recruitment process from advert to commencement of the new employee.		
Main Responsibilities The jobholder will be expected to complete the responsibilities / accountabilities effectively. <ul style="list-style-type: none">• Advertise roles, application handling and carry out all pre-employment checks for new recruits• To administer identity pre-employment checks applicable legislation and best practice.• To update the Human Resources and Recruitment Systems with new employee information.• Support all DBS and recruitment administration activities, working closely with customers advising at all stages.• Provide support relating to all tasks concerning DBS and recruitment activities.		

- Issuing contracts and associated documentation.
- Ensure information held in respect of workers and employees complies with current legislation and best practice.
- Ensure effective data entry regarding new starters and other related issues to enable salaries to be paid correctly and on time.
- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:	Frequency
<ul style="list-style-type: none"> • To assist employees in undertaking DBS checks in line with re-check programmes as appropriate for customers. 	Daily
<ul style="list-style-type: none"> • To ensure that the necessary identification documentation is provided, enter details of the DBS check onto the HR system (for new and existing employees) 	Daily
<ul style="list-style-type: none"> • Ensure databases are kept up to date and amended on a monthly basis. Removing staff that have left and adding details of new member of staff for school customers 	Monthly
<ul style="list-style-type: none"> • To enter identity document details onto the online DBS system for processing 	Daily
<ul style="list-style-type: none"> • Ensuring that all applications for a DBS check meet the eligibility requirements as described in the legal responsibility guidance issued by the DBS. This guidance relates to the legal requirements as set out in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and Police Act Regulations. 	Daily
<ul style="list-style-type: none"> • After consultation with the manager provide effective advice, guidance and support to managers, new starters and employees in relation to procedures, policies and terms and conditions. 	Daily
<ul style="list-style-type: none"> • To place advertisements and ensure that job advertisements in the media are composed and placed in accordance with KPI requirements in a timely and effective manner. 	Daily
<ul style="list-style-type: none"> • Creation of new employee files for Herefordshire Council using the relevant system processes 	Daily
<ul style="list-style-type: none"> • Undertake all pre-employment checks in line with legislation and best practice, including reference checks, right to work, identity professional registration and DBS 	Daily
<ul style="list-style-type: none"> • Develop and maintain effective communication and working relationships with all customers and colleagues, internal and external. 	Daily
<ul style="list-style-type: none"> • Assist in ensuring clients/Customers and schools are compliant with DBS Legislation 	Daily

<ul style="list-style-type: none"> • Provide effective advice, guidance and support to managers and new starters 	Daily
<ul style="list-style-type: none"> • To ensure appropriate personal continuing professional development of skills, knowledge and understanding 	On-going
<ul style="list-style-type: none"> • To ensure team KPI's are met 	Daily

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature:
	Date:

Date Job Description last reviewed: October 2025

