

TERMS OF REFERENCE – R&A RECRUITMENT OFFICER (RO)

Feb 22

Review Apr 23

TERMS OF REFERENCE	
POST DETAILS	
Post Title	Recruitment & Attraction (R&A) Recruitment Officer
Rank/Rate	OF2 (FTRS(FC))
Location	
PID/JPA Number	
Line Manager PID/JPA Number	SRO
2RO PID/JPA Number	CO RF
Working Pattern (FT/PT/Alternative)/hours	FT
Security Clearance Required	SC

Scope

1. The Recruitment Officer (RO) acts as the deputy for the Senior Recruitment Officer (SRO) and provides the tactical oversight and management of recruiting and outreach activity in a specific Area. Regular travel will be required to area AFCOs, Recruitment & Attraction (R&A) HQ and training establishments.

Responsibilities

2. Oversee and lead Area Recruitment staff.

3. Liaise with key stakeholders (e.g. OAC, R&A HQ) regarding specific applications and to ensure the continued development of processes and policies.

4. As required, interact and correspond with potential officer candidates preparing to enter the RN/RM.

5. Attend the OAC and R&A every 6 months to ensure currency.

6. To act as the First Reporting Officer (1RO) for the Recruitment Managers (RMs) and Second Reporting Officer (2RO) for the Team Managers (TMs) and the Area Co-ordinator. Ensuring they maintain sufficient F2F engagement in line with JSP757 to enable them to report accurately and with first-hand evidence.

7. Act as the Line Manager for the E1 Civil Servant Administration Officers and if applicable Business Support Co-ordinators.

8. Act as the Area D&I advisor, Local Security Officer (LSO), ITSO and Area SharePoint Lead.

9. Ensure all staff remain in date for all mandatory training, including NCT and CPD.

10. In conjunction with the SRO, oversee all Area Outreach activity being co-ordinated with the RMs, TMs and Area Co-ordinator and attend Officer specific recruitment serials as required.

11. In conjunction with the SRO conduct Coaching and Mentoring for all staff in their Area.

12. To deliver FEBs for Officer candidates prior to entry into BRNC and CTCRM.

Accountability

13. The RO is accountable to the SRO. The SRO is the First Reporting Officer (1RO) and the CO Recruiting Force (RF) is the Second Reporting Officer (2RO).

Authority

14. The RO is authorised to liaise with the following:

- a. Marketing Department, for all promotional and website information.
- b. Other Recruiting Force (RF) staff in support of recruitment opportunities.
- c. HM Ships and Submarines, RN and RM Establishments, civilian authorities and the general public on matters relating to their recruiting and outreach duties.
- d. Officers in charge of University Royal Navy Units on graduate recruiting matters.
- e. Education establishments, cadet units, youth organisations and any other organisation/society that may benefit the Service recruiting process.
- f. In conjunction with the Area Co-ordinator arrange support to events and activities including but not limited to outreach activity, attending recruiting events and presentations.
- g. All other specialist recruitment and mentoring teams in order to capitalise on specific branch / spec expertise, including the Area Engagement Teams (AETs) and R&A Specialist Recruitment Teams (SRTs).
- h. Applicants, in order to enhance their relationship with the RN whilst processing their applications.

Organisation



Person Specification

Knowledge	Skills	Behaviours
RN&RM branches/career fields (desirable)	Interview skills, effective questioning and active listening (desirable)	Role model for the values and standards of the RN&RM in the public eye (essential)
Phase 1&2 training pipeline for all branches (desirable)	Ability to communicate effectively and influence decisions in others, from candidates to senior leaders.	Enthusiastic for the Service. Passionate about the future of the Royal Navy and the quality of its leadership (essential)
RN lifestyle/life aboard ship	Leadership, coaching and mentoring.	Advocate for the candidate; empathy and sensitivity when dealing with young people and their aspirations
Recruiting policy, processes and structure (desirable)	Ability to see the big picture to influence policy	Moral courage to have realistic and honest conversations with candidates
Understanding of educational systems and qualifications (desirable)	Efficiency and systematic approach to managing information	Flexible in approach
	Ability to work independently	Approachable and trustworthy
	Drivers Licence; need to be able to drive self to schools etc.	Proactive and diligent