

### **Job Title**

Recruitment Administrator

### **Job Description**

The Recruitment Administrator's role is to ensure all candidates are fully compliant to requirements of the organization. The role must have effective communication and well-organised with good time management skills.

### **Duties of the job include:**

- Manage the entire recruitment process from raising adverts, sourcing applicants to candidate on boarding for designated portfolio;
- Liaise with recruiting managers and candidates by emails and telephone while dealing with recruitment queries;
- Place vacancies on relevant websites/job boards and networking with potential candidates;
- Source job applicants from our internal database, social media and various online Job-boards;
- Ensure recruitment systems are updated with relevant information;
- Meet recruitment targets for all new employees starting with the company while adhering to the recruitment SLAs;
- Provide general administration support;
- Short-list and screen applicants for suitability and developing our existing database;
- Carry out initial telephone screening to assess candidate suitability and preparing interview notes to facilitate candidate shortlisting;
- Pro-actively search for talented individuals who could be a good fit for potential vacancies;
- Make offers to success candidates and undertake recruitment checks for new appointments in order to meet statutory, regulatory and company requirements;

### **Key Skills:**

- Previous experience of running business development desks;
- Experience in working in a busy fast paced environment with a proven track record in administration;
- Experience of dealing with people/customers either over the phone or face to face;
- Highly organised with the ability to multi task and deal with constantly changing priorities;
- Excellent communication skills to deal with managers at all levels;
- Accurate record keeping and extremely high level of attention to detail;
- Good computer skills with knowledge and experience of using the Microsoft Office Suite, particularly Word, Excel and Outlook. Database management experience preferably gained using an applicant management system;
- Take responsibility and ownership of tasks to ensure completion on time;
- Applicants with in-house recruitment or agency recruitment experience preferred.

### **GENERAL RESPONSIBILITIES: POLICIES AND PROCEDURES**

The post-holder is required to familiarise themselves with all policies and procedures and to comply with these at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal. These have been agreed with staff and Staff Side and are as follows:

- Treat others as you would like to be treated;
- Listen to and support others and make time to do so;
- Seek, acknowledge and value others' experience and contribution;
- Acknowledge others' beliefs;
- Be courteous and considerate to all;
- Treat others fairly and equally;
- Be honest and trustworthy and act with integrity;
- Encourage others to treat all staff with respect;
- Challenge the behaviour of staff who do not show respect to other.

### **CONFIDENTIALITY & DATA PROTECTION**

The post-holder must maintain the confidentiality of information about clients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times. The post-holder must comply with all company Information and Data Protection policies at all times.

### **HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for clients, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

### **MANAGING STRESS**

The company has an agreed policy & procedure which links with a range of services and arrangements for staff to manage stress. All staff are required to familiarise themselves with the policy and services to best manage their own and their colleagues' stress.

### **HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)**

All staff has a responsibility to act and follow all instructions to protect clients, staff and others from HCAIs. All staff are required to follow the Hygiene Code and all company policies and procedures related to it and the Health Act 2006. Failure to comply with any of these may result in disciplinary action up to and including dismissal.

### **EQUALITY & DIVERSITY**

The company has adopted a Managing Staff Diversity Strategy & Policy covering all of its staff and it is the responsibility of all staff to comply with these requirements at all times. The key responsibilities for staff under this Strategy and Policy are set out in the Code of Conduct for Employees. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

### **FLEXIBILITY**

This job description is intended to provide a broad outline of the main responsibilities only. The post-holder is required to be flexible in developing their role in agreement with their designated manager. In addition, they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

### **EXPERIENCE REQUIREMENT**

Minimum 2 years of experience in a healthcare role as a Recruitment Administrator / Consultant.

### **DESIRABLE QUALIFICATION:**

- Graduate in any subject with an additional course in interviewing skills / employment law / running a payroll / business planning / negotiation and sales techniques / psychometric assessment / headhunting / designing an assessment centre.