

MEDICAL RECRUITMENT SPECIALIST

Candidate Pack



Job Summary

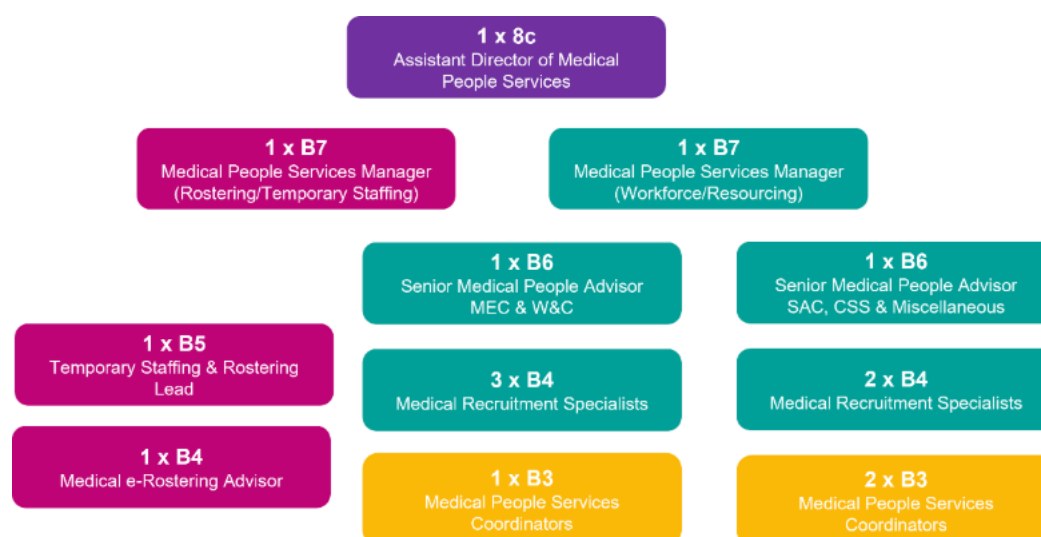
***This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone. ***

- This role helps managers and doctors write job descriptions and recruitment materials.
- It involves advertising medical jobs online and working with marketing teams to reach more people.
- The person in this role supports hiring from both the UK and abroad, making sure all checks are done properly.
- They keep track of job systems and make sure all records are correct and up to date.
- They help new doctors settle in, including arranging inductions and answering questions before they start.
- They give advice to managers about hiring rules and help make sure the recruitment process is fair and follows NHS policies.

Job Description

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| Job title: | Medical Recruitment Specialist |
| Grade: | Band 4 |
| Site: | The Princess Royal Hospital, Telford |
| Accountable to: | Head of Medical People Services |
| DBS required: | None |

Team Structure



Main duties and responsibilities

- Work with managers, People and OD BP's and Clinical Directors/Leads to develop job packs and recruitment literature for medical posts. To regularly review job description library to ensure job descriptions are kept up to date and improved where necessary.
- Advertise posts on TRAC, NHS Jobs and SATH jobs utilising social media and any other relevant jobs boards. Liaise with marketing and communication teams where appropriate to ensure wide coverage of vacancies using social media and other forms of communication to promote vacancies.
- To be main liaison for permanent agency and international recruitment with the allocated specialties; engaging relevant agencies and managing candidates in through the recruitment process.
- Keep up to date with recruitment legislation and system changes such as TRAC, NHS jobs and ESR.
- Support the embedding of trust values and EDI objectives in the recruitment and selection process.
- To maintain the Medical Establishment ensuring that vacancies are advertised within budget.
- To complete compliance checks for new starters in line with NHS Employment Check Standards; Identity Checks, Criminal Records Checks, Work Health Assessment, Professional Registration and Qualifications, Right to Work and Employment History and Reference Checks. To ensure all new starters are checked against the HPAN alert database.
- To ensure all paperwork and evidence of compliance checks are received in a timely manner and filed correctly into a personnel file.
- To maintain the Medical People Services Compliance Tracker to ensure all doctors and dentists are fully compliant before commencing in post.
- To manage annual and rotational intake of resident doctors; participating in inductions, completing all internal transfer and termination changes and employment checks for new starters prior to their start date. Ensure Occupational Health Teams, IT, Estates and Medical Education are kept up to date with employment checks for main changeover to assist with induction planning and workload.
- Work closely with NHS England to understand vacancies and work with Divisional Managers to provide a highly effective recruitment solution. To cover the full recruitment cycle, from original brief, through to successful hire.
- To act as best practice advisor on medical staff interview panels and provide advice on terms and conditions and recruitment and selection practices.
- Maintain contact with candidates in the recruitment pipeline to ensure a positive recruitment experience from point of offer to employment and support the development of interventions to ensure that candidates have a seamless on boarding experience.
- Assist with pre-appointment queries and assist with the relocation process e.g. setting up bank accounts, assisting with accommodation searches,

introducing new starters to their manager and ensuring they have robust joining instructions and induction processes in place.

- To support centres with the risk assessments of DBS or EPP clearance in exceptional circumstances.
- To support divisional centres with the management of fixed term contracts to ensure all staff have extensions or terminations in line with trust policies and procedures.
- To provide cross cover within Medical People Services during times of absence, as and when necessary, to ensure the effective delivery of service.

Workforce Systems

- To be fully conversant with department workforce systems, including ESR, TRAC, NHS Jobs, DBS and Occupational Health portals and other systems and databases as and when introduced.
- To use ESR to provide medical workforce information.
- Use the TIS system and ESR interface to ensure all new starters are sent new starter paperwork in a timely manner and released into ESR prior to their start date.
- To manage applicant records in allocated specialty area to maintain data quality within the ESR system.
- To maintain the ESR system to ensure ongoing compliance of Right to Work, professional registration and DBS in line with trust policies and procedures.
- To maintain the TRAC recruitment system to support management of recruitment KPIs, including but not limited to;
 - Sending jobs for financial authorisation
 - Linking jobs to ESR
 - Advertising jobs
 - Longlisting
 - Sending jobs for shortlisting
 - Arranging, sending invites to and attending interviews
 - Sending conditional offer letters
 - Completing all pre-employment checks
 - Confirming start date
 - Outcoming the job once all steps are completed
- To initiate IATs on the ESR system to support effective and efficient transition of staff from one NHS organisation to another.
- To process all pay affecting/contractual changes for doctors and dentists for the full duration of employment. This includes but is not limited to;
 - Hours changes
 - Grade changes
 - Internal hires
 - Position changes
 - Increment date changes
 - Fixed term end date changes
 - Terminations
 - Partial retirement

Advice and Guidance

- To use own initiative to provide advice, ensuring compliance with the HR policies and procedures and Medical and Dental terms and conditions of service. This includes but is not limited to
 - Medical and dental terms and conditions of service
 - Local contracts of employment
 - Employment law
 - Workforce and vacancy information
 - Medical establishment
 - Employee relations* operational processing **employee relations management will not be relevant to this post*
- To use expertise and knowledge to suggest solutions to workforce issues and advice divisional managers on best practice.

Communication and Contacts

- To provide written and verbal information on a range of varied and at times complex, contentious, and sensitive issues and in relation to relevant operational and corporate activities.
 - Medical Director
 - Director of Postgraduate Medical Education & Education teams
 - All levels of medical staff throughout the Trust
 - Divisional Managers & HR Business Partners
 - Pay Services/ Finance Department
 - Staff representatives
 - Royal College representatives
 - Recruitment and advertising agencies
 - Job applicants
 - Occupational Health provider
 - Other specialist agencies, e.g., General Medical Council, Home Office
 - Trade union/professional organisation full time officers e. g BMA

Continuous Professional Development

- To participate in the development and achievement of corporate objectives. Continually strive for service improvement to support the highest quality patient care and the Trust's business objectives.
- Identify and take personal responsibility for maintaining and developing professional knowledge and expertise.
- To take every reasonable opportunity to maintain and improve personal and professional competence.
- To participate in personal objective setting and review, including the creation and achievement of a personal development plan.

Physical, mental, and emotional demands of the post

- To travel between RSH and PRH sites for attendance at meetings as demanded by service need and to ensure that the profile of the Medical People Services team is maintained at both sites.
- To work flexibly as appropriate to meet critical deadlines.
- To act sensitively always in ensuring that the concerns of staff are dealt with, recognising some callers may be distressed and taking the appropriate action.
- To ensure that confidentiality is always maintained.

Person Specification

| | Essential | Desirable |
|-----------------------|--|--|
| Qualifications | <ul style="list-style-type: none">• A- Levels or equivalent qualifications• GCSE Grade 4/C in Maths and English, or equivalent• Evidence of continuing professional development | |
| Experience | <ul style="list-style-type: none">• Experience of working within a Recruitment role• Understanding of employment law and interpreting terms and conditions of service• Experience with on-boarding induction activities for new starters• Previous recruitment experience within the NHS and or public sector• Understanding of employment legislation in relation | <ul style="list-style-type: none">• Experience of using NHS Jobs, Trac and ESR• Previous experience of working in Medical Staffing Team |

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| | to recruitment and selection | |
| Knowledge and skills | <ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to utilise them to communicate effectively, adapting communication style to manage different situations. • Ability to work with managers and staff in a busy and changing environment to agree appropriate, effective, and pragmatic solutions to service requirements. • Experience of balancing competing priorities with a varied and demanding workload. Excellent verbal and written communication skills. • Ability to collect, collate and analyse information to enable informed decisions to be made. • Competent user of Microsoft office software | |
| Other | <ul style="list-style-type: none"> • Ability to work on own initiative, with proactive mind-set and a flexible attitude. • Demonstrates the Trust's Values in everyday work. | |

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| | <ul style="list-style-type: none"> • Professional manner, with the ability to deal with confidential and sensitive issues and information appropriately. • Ability to adapt to ever changing working environment daily. • Contributes to the wider Workforce agenda. • Flexible approach to work and willingness to travel to any site in which the Trust operates to meet the needs of the role and service. | |
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General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and

- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

