

JOB DESCRIPTION

Post Title:	Recruitment Administrator
Band:	Currently Band 3 **Please note banding is currently being reviewed**
Base:	The Shrewsbury Business Park, with travel required between The Royal Shrewsbury and The Princess Royal Hospital sites
Department:	Recruitment, Workforce Directorate
Responsible to:	Recruitment Advisor
Accountable to:	Recruitment Manager

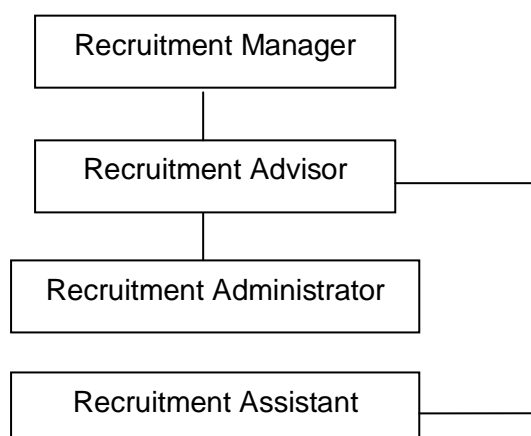
Job Summary

To provide a comprehensive, high quality recruitment service to all Managers, Trust staff and potential applicants. To act as a first point of contact to the general public interested in working for the Trust.

To provide a pro-active and effective, customer focused end to end recruitment service, which is carried out in accordance with agreed processes, schedules, legislative requirements and Trust policy in line with NHS Employment Check Standards and Agenda for Change.

To support the Recruitment Manager in designing recruitment systems and processes that meet best practice standards and are compliant with equality and diversity, data protection and other employment legislation,.

ORGANISATIONAL POSITION



MAIN DUTIES AND RESPONSIBILITIES

1. Responsible for processing recruitment related correspondence and documentation ensuring efficient and accurate completion of safe recruitment procedures to include advertising vacancies, preparing and issuing contracts, after being reviewed by the Recruitment Advisor and Recruitment Manager, in line with employment legislation, Trust and Department of Health guidelines.
2. Support Recruitment Assistants workload (in conjunction with the Recruitment Advisor/Recruitment Manager), including adhoc/urgent requests on a daily basis relative to the anticipated volume of work and the proximity of deadlines. To act on own initiative on a daily basis and to prioritise own workload as required. Additionally, there is a requirement to liaise effectively and professionally with staff and managers at all levels, and ensure that confidential information is managed appropriately.
3. Input data for vacancies/applications, interviews, new starters and any other recruitment related information through NHS Jobs, Trac and ESR, ensuring attention to detail and accuracy in any material or documents that are posted on the intranet or external websites, or for advertising.
4. Support and facilitate the resolution of sensitive queries linked to pre-employment checks and documents e.g. handling references, DBS's with positive disclosures. Required to escalate more complex matters to the Recruitment Advisor / Recruitment Manager.
5. Advise managers on the use of the Trac system for short listing and provide assistance where appropriate and escalating complex queries to the Recruitment Advisor and Recruitment Manager.
6. Ensure that information sent to candidates/recruiting managers is consistent, accurate, up to date and professionally presented.
7. To carry out and take responsibility for relevant checks and clearances in line with safer recruitment best practice; including references, professional registration, health screening, DBS checks, right to work and identity checks informing managers of progress and or escalating concerns/problems to the Recruitment Manager.
8. Track all events associated with recruitment campaigns including the receipt of references and other pre-employment checks ensuring that start dates are achieved in a timely manner, enabling managers to recruit quickly and effectively.
9. Ensure Trac is maintained and updated on a daily basis
10. Responsible for inviting candidates to interview and notifying those not shortlisted for interview via email, ensuring appropriate records are kept, and liaising with line managers and candidates to ensure smooth running of interview and selection stages.
11. Liaise with managers post interview to ensure all recruitment activity is completed online and submitted correctly and promptly by the manager as well as challenging deviations from Agenda for Change or Recruitment policies.
12. Responsible for sending accurate conditional offers of employment for new starters, in line with employment legislation and Agenda for Change requirements ensuring salary entry points are in line with terms and conditions. Liaise with candidates and send appropriate documents and internet links to ensure that pre-employment checks are carried out as quickly as possible.
13. Act as the main point of contact and ensure regular communication with candidates and line managers, keeping in touch with candidates during the pre-employment checking stage, and following up any withdrawals to understand the reasons or escalating them as appropriate.

14. To act as evidence checkers for the Disclosure and Barring Service applications
15. Contribute towards processing all recruitment activity to ensure that all posts, managers and applicants being dealt with receive a high quality service and there are no undue delays to any one post.
16. Act as an ambassador for the Trust ensuring that all enquirers and applicants receive a good impression of the organisation as a potential employer and that all enquiries are dealt with promptly.
17. Ensure that new employees are booked onto the induction programme
18. To provide support to the Recruitment Assistants.
19. Participate in meetings and activities relating to the recruitment process and support the implementation of improvement and innovation, including standard operating procedures, toolkits and user guides.
20. To advise Trust Managers on specific employment legislation related to recruitment and selection and equal opportunities. Refer complex queries to the Recruitment Advisor / Recruitment Manager.
21. Provide support and cover for recruitment team colleagues as required.
22. To deal appropriately with telephone and written enquiries from staff, managers and members of the public.
23. To participate in and occasionally lead recruitment activities such as open days and recruitment fairs.
24. To be the first point of contact for all candidates booking onto a Recruitment event. Deal with candidate enquiries to provide a pro-active, considerate, polite and excellent customer focused experience.
25. Arrange assessments / interviews (in conjunction with the Recruitment Advisor), provide resources for events (in conjunction with the Recruitment Assistants).
26. Use the ORACLE system to order items and approve invoices.
27. Link with HR Advisors regarding re-deployees on an ad-hoc basis, as required when including vacancy suitability.
28. To provide cross-cover with colleagues in other parts of the wider Workforce team as required ensuring the delivery of an uninterrupted administrative service across the Workforce function.
29. To undertake any projects as determined by the Recruitment Manager.

Health & 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

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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 staff; 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and

- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

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

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

Job Description agreement

<p>Manager</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>	<p>Postholder</p> <p>Name</p> <p>Signature:</p> <p>Date:</p>
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