



## PERSON SPECIFICATION

### Recruitment Administrator

Criteria for Selection	Essential Requirements	Desirable Requirements	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"><li>GCSE at grade 9-4 (or equivalent) above including English and Maths</li><li>NVQ level 3 in Business and Administration or equivalent experience</li></ul>		<ul style="list-style-type: none"><li>Application form</li><li>Certificates</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>Experience of working in a fast paced, customer focused recruitment environment</li><li>Knowledge of pre-employment checks e.g. Disclosure and Barring Scheme (DBS), references etc</li><li>Experience of maintaining administration and filing systems</li></ul>	<ul style="list-style-type: none"><li>Recruitment experience</li><li>Experience of using HR electronic systems (NHS Jobs, Electronic Staff Record – ESR, Trac, Oracle)</li><li>NHS experience</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Interview</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>Excellent verbal and written communication skills including the ability to communicate advice on recruitment policies and procedures to managers, liaise with a diverse group of professional staff, managers and the public</li><li>Excellent attention to detail and high level of accuracy.</li><li>Advanced keyboard skills including good Microsoft Office Word, Excel.</li><li>A high level of IT literacy (ECDL or equivalent knowledge) including a general understanding of the use of social media in recruitment.</li><li>Ability to maintain confidentiality at all times</li><li>An understanding of the</li></ul>		<ul style="list-style-type: none"><li>Application form</li><li>Interview</li></ul>

	<p>principles of the Data Protection Act and Freedom of Information.</p> <ul style="list-style-type: none"> <li>• Ability to build and maintain credibility with managers and other staff through the use of effective interpersonal skills</li> <li>• Ability to identify potential problems and offer appropriate solutions as required in line with agreed policies and protocols</li> <li>• Ability to compile statistics and reports</li> <li>• An effective and supportive team player</li> <li>• Flexible with an ability to multi-task and work in a fast-paced environment</li> <li>• Able to work on own initiative with awareness of boundaries</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Determination and resilience</li> <li>• Willingness to develop new skills and undertake training as necessary</li> <li>• Flexible approach</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> </ul>