JOB DESCRIPTION

Post Title: Recruitment Administrator
Band: Band 3
Base: Shrewsbury Business Park, with travel required between Royal Shrewsbury and Princess Royal Hospital sites
Department: Recruitment, Workforce Directorate
Responsible to: Recruitment Advisor
Accountable to: Recruitment Manager

Job Summary

To contribute to the provision of a comprehensive recruitment service, ensuring the timely appointment to vacancies across all staff groups. The post holder will be the first point of contact to the general public interested in working for the Trust.

To support the Recruitment Manager in the on-going review and development of a service which is CQC, NHSLA Level 2 (as a minimum) and NHS Employers best practice compliant.

ORGANISATIONAL POSITION

MAIN DUTIES AND RESPONSIBILITIES

1. To act as an ambassador for the Trust, ensuring that recruiting managers, applicants and interviewees, receive a good impression of the department and organisation and that all enquiries are dealt with promptly.

2. To input and upload all vacancies onto NHS Jobs ensuring that the overall image meets Trust criteria and employment legislation and the information is error free, up to date and professionally presented.

3. Input appropriate information into ESR and the Recruitment Tracker database to facilitate the recruitment process and to produce the relevant paperwork.

4. Where a vacancy requires advertising in external media:
• Liaise with the advertising agency ensuring deadlines for publication are met;
• Discuss the costs of varying options with advertising managers and agree final version

5. Responsible for inviting candidates to interview, ensuring appropriate records are kept and liaising with line managers and candidates to ensure smooth running of interview and selection stages.

6. Ensure that information sent to candidates/recruiting managers is consistent, accurate, up to date and professionally presented.

7. Prepare interview packs for managers and panel members ensuring all information is accurate.

8. After interviews, liaise with Recruiting Managers and ensure all paperwork is properly completed and submitted by the manager.

9. Prepare and send correct conditional offer letter to successful applicant(s) ensuring all aspects of registration have been checked, salary is confirmed in line with Agenda for Change and Annual Leave entitlement has been calculated accurately.

10. 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 Advisor in the first instance.

11. Ensure the correct procedures are followed for DBS checks in line with Trust and DBS policy.

12. To act as a counter signatory for the DBS Service.

13. Identify where Visas are required and complete certificate of sponsorship application forms with applicants. Ensure applications are progressed via UK Borders Agency as necessary, following employment legislation and Home Office and Trust guidelines.

14. 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.

15. 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, acting on them or escalating them as appropriate.

16. Responsible for ensuring accurate contracts of employment for new starters are issued, in line with employment legislation and Agenda for Change requirements. Liaise with candidates and send appropriate documents and internet links to ensure that pre-employment checks are carried out as quickly as possible.

17. Ensure that new employees are booked onto the induction programme and along with other members of the Recruitment Team act as point of contact for applicants prior to commencement of employment.

18. To ensure that all new starter information for external candidates is uploaded and all HR information is updated in ESR to meet payroll deadlines.
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. Responsible for ensuring that personal files are compiled in line with Trust and CQC guidelines.

21. To escalate any concerns or complex queries to the Recruitment Advisor or Recruitment Manager.

22. Provide support and cover for recruitment team colleagues as required.

23. To participate in recruitment activities such as open days and recruitment fairs.

24. Use the ORACLE system to order items and approve invoices.

25. To undertake any other duties the post holder is competent to perform.

26. 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.

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:
  o you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  o 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.

Job Description agreement

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