

The Leicestershire College

Job Description

1. Job Details

Job Title:	Internal Recruitment Consultant
Department:	HR
Reporting To:	HR Officer
Competency Level:	Business support 3
Hay Grade:	TBC
Date of Job Evaluation:	TBC
Annual Salary (FTE):	£27,577 per annum
Date:	April 2023

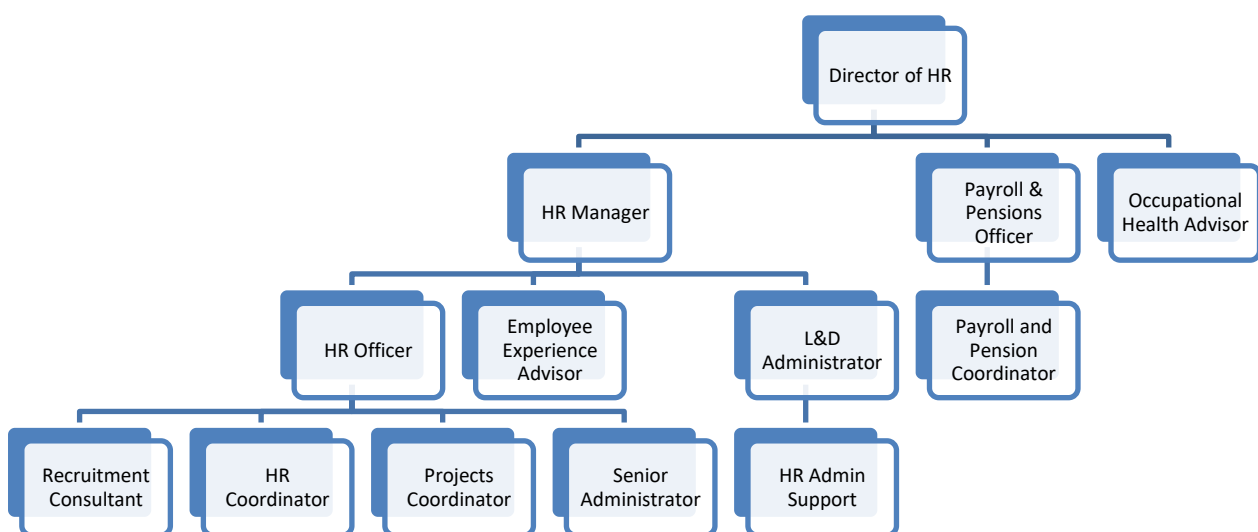
2. Job Purpose

To be a key part of a high-performing, agile 360° Recruitment Team and deliver excellent recruitment services to the College.

3. Dimensions

Not applicable.

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards..

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone's individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders' relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

Recruitment & Selection

- Through the sourcing of high-quality and high calibre candidates for sessional and permanent work you will support the team to achieve targets.

- You will manage your time to deliver the most cost-efficient return on investment through successful recruitment.
- Maintain, monitor and report against a simple set of personal KPIs sufficient to plot where you are against objectives, targets and candidate satisfaction including responsibility for organising interview processes and co-ordination of assessments.
- Preparation of adverts, job descriptions and candidate progression via the recruitment system.
- Timely liaison with recruiting Managers.
- Be an active and successful high performing Recruitment Consultant with a reputation for finding the very best candidates who are eligible, safe and fit for work in an FE environment. Efficiently and effectively refine your searches, using the company database and off-database techniques including headhunting to ensure an exact candidate match.
- Planning and participating in recruitment events, such as career fairs, preparing information packs, and gathering information from suitable candidates.
- Communicate clearly with all potential candidates to ensure that each role is accurately described and that they fully understand the requirements of the role including any special travel measures or specific aspects of the job.
- Build and sustain a professional presence in the market through social media and personal and team reputation for successful delivery, including headhunting and undertaking public domain due diligence on potential candidates.
- Act at all times with high levels of personal integrity and professional behaviour. You will actively engage with training and development sessions and will support others in your team building a positive team culture.
- Mutually support team peers and colleagues from other teams. This will involve you developing a wider team-based skill set and multi-tasking to meet routine and unexpected peaks in workload and undertaking any tasks your line manager considers is reasonable to provide an exceptional service.
- Liaison with recruitment agencies as necessary.

HR Administration

- Processing new starter forms, offer letters and references in a timely manner.
- Ensure all pre-employment referencing, DBS checks, health assessments and offers of employment are completed in a timely manner and in accordance with College policy.
- Any other administrative duties in line with role.

General Duties

- Take a person centred approach to all aspect of the role, putting the people at the heart of our service, with a high pace, high energy attitude.
- Contribute to HR projects as directed.
- Work closely with the team and provide support as directed.
- Ensure both electronic and manual filing systems are kept up to date.
- Be prepared to work flexible hours to meet the needs of the department.
- Occasional travel to recruitment and networking events may be required.

7. Key Result Areas

Action	Result
Source high quality and high calibre candidates	Suitable staff in all departments that are committed to and support the work of the College
Be an active and successful high performing Recruitment Consultant with a reputation for finding the very best candidates who are eligible, safe and fit for work in an FE environment	Qualified, suitable and safe workforce
To ensure the prompt and successful recruitment of all staff with all necessary checks undertaken	Suitable staff in all departments that are committed to and support the work of the College

8. Key Working Relationships and Communications

Internal: All College Employees

External: Job Applicants, Recruitment Agencies

9. Scope for Impact

Not applicable.

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Supports change and supports colleagues in adapting to change. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Informs and promotes subject area convincingly;	

is an ambassador for the College's activities. Takes ownership for own development, supports that of others and develops beyond own role. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	
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11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	English and Maths GCSE Levels 4 to 9 (equivalent to Grades A to C)	•		Application/ Interview
2.	Level 3 HR or Recruitment qualification	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Recruitment Consultant experience in a professional, target driven environment	•		Application/ Interview
5.	Recruitment experience in a FE/HE environment		•	Interview
6.	Experience of preparing recruitment advertisements, interview questions and job descriptions	•		Application/ Interview
7.	Pre-employment referencing processes e.g. DBS checks, references and pre-employment health assessments		•	Interview
8.	Processing HR payroll information and follow-up administration e.g. letters and contracts	•		Interview
9.	Experience in headhunting and targeting candidates through social media platforms	•		Application/ Interview
10.	Handling sensitive situations and data with discretion, professionalism and confidentiality	•		Interview
11.	Experience of working with extremely high volumes of recruitment and new starter processing, whilst working to tight deadlines and managing changing priorities	•		Application/ Interview
SKILLS & KNOWLEDGE				
12.	Basic understanding of employment law	•		Interview
13.	Strong IT skills including creation, use and maintenance of Word documents, Mail merge, Excel spreadsheets and databases	•		Assessment
14.	Good attention to detail and accuracy	•		Assessment
15.	Good interpersonal skills and an ability to deal with a wide range of people	•		Application/ Interview

16.	Excellent organisation and prioritising skills	•		Interview/ Assessment
17.	Excellent verbal and written communication skills	•		Interview
18.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
19.	Willingness to work flexible hours	•		Interview
20.	Positive, pro-active and solution-based approach to work with a genuine can-do attitude	•		Interview
21.	Work effectively as a team member	•		Interview
22.	Commitment to self-development	•		Interview
23.	Promote the College's equal opportunities policy and practices	•		Interview
24.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in May 2023 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	