

JOB DESCRIPTION

Post:	Recruitment Specialist
Responsible to:	HR Manager
Department:	Human Resources
Pay Band:	Pay Band 7

JOB PURPOSE

To be responsible and lead on staff recruitment across the College, providing proactive recruitment advice and support, managing the recruitment lifecycle and developing the employer brand.

To shape and determine the direction and delivery of a comprehensive recruitment service to support the college in meeting key strategic and operational workforce objectives. The post-holder will be expected to successfully operationalise strategy and policy.

To lead the administrative operations of the department to be efficient, legally compliant, timely, accurate, consistent and to provide outstanding customer service. To establish, agree and be accountable for Service Level Agreements.

MAIN TASKS

- Lead on monitoring and reviewing the recruitment process, developing safe, inclusive processes and procedures and developing high impact standards and quality controls in a cost-effective manner.
- Ensure the development of the function is based on both the current and future needs of the organisation and will support the delivery and achievement of HR strategies and objectives.
- Meet with the relevant Business Areas and Heads of Faculty to provide a proactive, efficient, legally compliant and safe recruitment service and identify skills gaps and develop succession plans.
- Be responsible for maintaining and updating the Human Resources databases (i-trent, Single Central Record, tracking systems), ensuring the database is up to date, accurate and complies with relevant legislation.
- Review job descriptions and person specifications to ensure they are inclusive, succinct, legally compliant and attractive to potential candidates, and supporting the Head of HR and HR Manager with the Job Evaluation process.
- Work collaboratively to develop and implement employee retention programmes and strategies to improve workforce turnover and retain key talent.
- Support the team, if required, to administer recruitment related documentation, such as offer letters and contracts of employment.
- Develop an excellent knowledge and understanding of current UK Visa and Immigration rules, ensuring the college remains compliant with its requirements.
- In collaboration with the Head of HR and HR manager, develop and implement recruitment training to ensure that managers are equipped with the knowledge, skills and resources needed to recruit for their teams.

- Use data and insight to analyse the workforce, determine current and future workforce needs to identify gaps to promote an evidence based and data-driven approach to resourcing.
- Proactively take a lead with the HRIS team to recommend and take forward developments with the HR Software to ensure efficiency.
- Develop proactive 'talent attraction' strategies, including head-hunting and focused recruitment campaigns and events, to position the college as the 'Employer of Choice', particularly for hard to recruit roles and skills shortage areas.
- To support with the tasks of the HR Assistants, as required.

Criteria	How Assessed
Essential	
1. Education to Level 3 or equivalent.	Application Form
2. A qualification in HR or relevant subject, or willing to undertake a qualification	Application Form
3. Learned skills and proven experience in recruiting and retaining leading talent	Application Form/Interview
4. Experience working as part of an effective and collaborative team	Application Form/interview
5. Ability to gather and analyse data and confidence in making data-driven decisions	Application Form/Interview
6. Ability to communicate at all levels - internal & external customers in a confident and professional manner	Application Form/Interview
7. Excellent customer service skills to provide a professional and effective service to meet expectations in terms of quality and timeliness.	Application Form/Interview
8. Ability to review processes and implement successful change	Application Form/Interview
9. Line management experience	Application Form/Interview
10. Excellent organisational skills and the ability to prioritise tasks, projects, managing complex and multiple pieces of work and the ability to work independently when required.	Application Form/Interview
11. Knowledge of employment legislation relating to recruitment and selection	Application Form/interview
12. Competence in working with all Microsoft packages and familiarity in working with recruitment software/HRIS	Application Form
13. Working knowledge of full-cycle recruitment processes and employer branding techniques	Application Form/Interview
Desirable	
1. Experience of working in the education sector (or public sector)	Application Form
2. Familiar with the use of LinkedIn and other professional use of social media	Application Form
3. iTrent experience	Application Form