

JOB DESCRIPTION	
Post:	Recruitment Adviser
Responsible to:	HR Business Partner
Department:	Human Resources
Pay Band:	Pay Band 6

JOB PURPOSE

To support and work closely as part of the Human Resources team, to contribute to the effective operation of the function within the college.

A busy and varied role, providing recruitment advice and support, managing the recruitment cycle from vacancy approval to offer and induction.

Proactively contribute to the Human Resources team general performance and to support and implement the new Human Resources strategy.

While duties will normally be site specific, there will be some cross-over and the post holder may be required to spend time at any of the college sites.

MAIN TASKS

- Lead on staff recruitment across the College, liaising with all levels of management, marketing and within a budget to ensure the most cost-effective recruitment to all roles, including some which are hard to fill
- Meet with the relevant Business Areas and Heads of Faculty to provide a proactive, efficient, legally compliant and safe recruitment service.
- Deliver recruitment process training to Managers.
- Deliver Induction training.
- Lead on monitoring and reviewing the recruitment process.
- Coordinate, assist and attend Safer Recruitment training.
- To support with the Job Evaluation Process.
- To consider whether to provide a recruitment service to other organisations.
- Line manage members of the HR team to support with the delivery of the recruitment function from advert to application, shortlisting, interviews and through to appointment, continuing to support with the employee cycle (e.g. staff development). Performance management and development of the recruitment team.
- Support with administering and assisting in recruitment and selection of new staff appointments including the administration of induction and probationary review arrangements for new staff.
- Administer Human Resources related documentation, such as offer letters and contracts of employment.
- Maintain and update the Human Resources databases (i-trent, Single Central Record, tracking systems), ensuring the database is up to date, accurate and complies with relevant legislation.
- Provide data and reports on recruitment activity, impact and proposals, where required, including equal opportunities reporting.
- Pro-active involvement in College/Sector wide projects, providing specialist recruitment advice and guidance.

- Use initiative to seek candidates, especially for difficult to recruit role through exploring head hunting and making contacts within other organisations.
- Proactively take a lead with the HRIS team to recommend and take forward developments with the HR Software to ensure efficiency.
- Lead on marketing the College as an employer, advertising the types of roles, employee benefits and so on.
- Lead on, and attend, appropriate careers / job fairs / events in a professional way in order to represent the College.
- Work with managers at all levels to research alternative recruitment methods, putting forward proposals for consideration.
- Responsible for Recruitment related trackers. With the team, manage and control staff probationary periods and check that all contractual actions are documented and complete.
- To support with the Human Resources email inbox, ensuring that queries are followed up and responded to in a timely and professional manner.

Other Duties Applicable To All Staff Working At Abingdon and Witney College

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

Criteria	How Assessed
Essential	
Education to Level 2 or equivalent.	Application Form
Excellent organisational skills	Application Form/Interview
Experience of working in a similar environment (HR and / or Recruitment)	Application Form
Ability to input accurate data	Application Form/Interview
Strong attention to detail in all tasks	Application Form /Interview
Ability to prioritise tasks and projects and work independently where required.	Application Form/ Interview
Ability to communicate at all levels - internal & external customers in a confident and professional manner	Application Form/Interview
Experience of handling confidential information	Application Form
Excellent customer service skills to provide a professional and effective service to meet expectations in terms of quality and timeliness, friendly, courteous and efficient response to all clients	Application Form/ Interview
Experience of team work in a busy department	Application Form/ Interview
A flexible approach to work and the ability to cope under pressure	Application Form/ Interview
Competence in working with all Microsoft packages	Application Form/Interview
Forward thinking – creativity – problem solving –proactive approach	Application Form/Interview
Desirable	
Familiar with the use of Linked In and other professional use of social media	Application Form
The ability to draft correspondence as required	Application Form
A qualification in HR or willing to undertake the qualification	Application Form/Interview
i.Trent experience	Application Form
Knowledge of employment law, GDPR, other relevant legislation	Application Form

CONDITIONS OF SERVICE

Salary:	Payband 6
Payment:	Monthly payments direct to bank via BACS
Hours:	As advertised
Holidays:	24 working days, rising to 29 days plus Bank and Public Holidays
DBS:	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
Pension	Employees are automatically opted into the Local Government Pension Scheme (LGPS) however, they may opt out if they wish

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.