

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

**Job Title:** Recruitment Administrator  
**Band:** 3  
**Reports to:** Recruitment Line Manager  
**Department/Directorate:** Recruitment Team/ People Directorate

### **2. JOB PURPOSE**

As a Recruitment Administrator, you will coordinate necessary pre-employment checks, verify documentation, and ensure compliance with both regulatory requirements and Trust standards. Your responsibilities will also include managing communications with candidates and recruiting managers, issuing conditional offers of employment, and administering contracts. You will support various recruitment activities, possibly during weekends, and may need to travel to other Trust sites as required – but this will all be arranged and agreed in advance.

You will provide proactive, comprehensive and professional responses to day-to-day HR queries in person, via telephone, letter and/or via email to ensure Trust policies/procedures, employment law and practice, Terms and Conditions of Service, and Equal Opportunities are adhered to. Managing workload effectively and responding positively to frequent interruptions from visitors to the department and to telephone calls.

The job holder will be expected to work across a number of functions within the wider HR Team and/or related areas within Human Resources as service needs arise.

### **3 DIMENSIONS/ KEY WORKING RELATIONS**

#### **Dimensions**

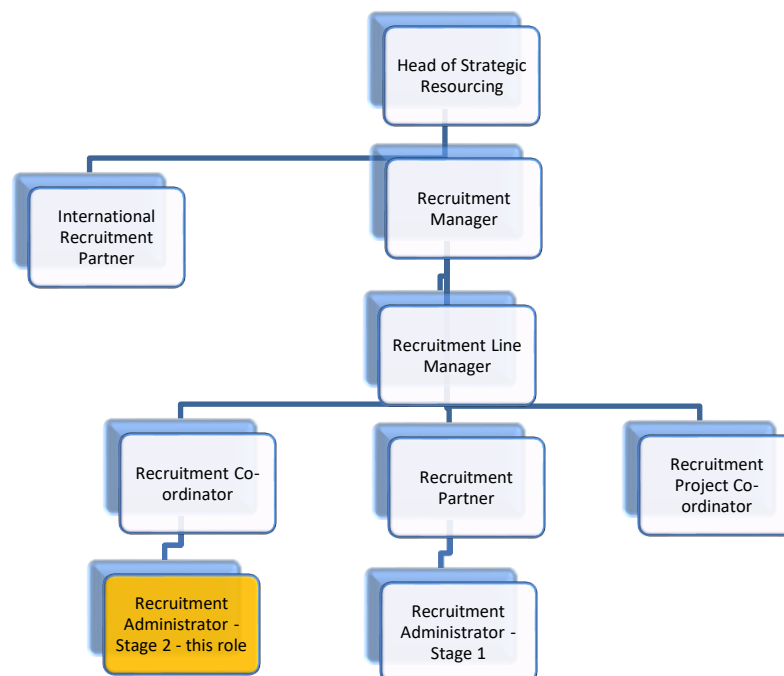
Member of a small team (approx. 15 administrators).  
Approximately 1700 new starters per year,  
14000 employees,  
The department receives between 20-40 visitors per week.

## Key working relationships

The jobholder will need to forge effective working relationships with staff at all levels. Of particular importance is the need to establish effective working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• All managers</li> <li>• Clinical and non-clinical staff</li> <li>• Internal Applicants</li> <li>• Payroll and Pension Department</li> <li>• Occupational Health Department</li> <li>• Security</li> <li>• Learning and Development Department</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants</li> <li>• Colleges and universities</li> <li>• Companies to seek references</li> <li>• External recruitment agencies</li> <li>• Other NHS organisations</li> </ul>

## 4. ORGANISATIONAL CHART



## **5. KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES**

To act as a point of contact for information and advice on HR policies and procedures answering / resolving queries in person, via telephone, letter and/ or via email. Communicate information to help promote good practice. Ensuring Trust HR policies and procedures are adhered to, supporting management requirements.

To communicate with recruiting managers and candidates throughout the recruitment process in a timely and efficient manner, promoting excellence in customer service and upholding the reputation of the service.

Processing recruitment requests from receipt of appropriate documentation through to appointment of successful candidates including

- advertising
- sending applicant details to recruiting managers,
- ensuring all pre-employment checks are completed
- drafting and issue of contracts
- complete the pre-employment appointment
- arrangement of attendance of the new starter at Corporate Induction
- taking a photograph for ID Cards and Smartcard purposes
- providing information to IT to set up the new starter IT account.
- scanning new starter files into the FISH system
- setting up personal files, updating and maintaining accurate records on each candidate and their progress through the recruitment process in both their personnel file and on digital systems (including our recruitment platform, the Database and ESR.)

Acting as a central point of contact for the successful candidate prior to commencement in employment.

Working collaboratively with recruiting managers from across the Trust as a recruitment expert:

- providing guidance on the recruitment process.
- assisting in the production of adverts, including ensuring the written content complies with current employment laws and is a positive representation of the Trust.
- advising on the correct level of DBS required for each role using the DBS policy and DBS Spreadsheet.
- keeping managers informed of the progress of their candidates through the recruitment process.
- informing managers if there is an issue with pre-employment checks in good time to enable them to undertake the relevant risk assessment.
- signposting recruiting managers to appropriate services, training or colleagues where their needs fall outside these parameters.

To receive DBS application forms, ensuring correct completion and onward transmission to the DBS for verification. Upon return, the post holder is responsible for updating ESR with appropriate information.

To administer applications for Certificates of Sponsorship from the Home Office.

Investigate any non-attendance at Induction, updating the recruiting manager of the results and reissuing paperwork as necessary.

Create, update and/or maintain HR records via HR systems including the Electronic Staff Record system, Rosterpro, CRMS, Trust's recruitment platform, Zircadian, Staff Expenses system producing reports and to participate in, and support regular audits of the systems to confirm on going compliance and data quality escalating as appropriate any concerns

Updating data on workforce systems producing routine reports as required.

To be responsible for checking alert letters from professional bodies and local counter fraud agencies, and notifying as appropriate if a positive return if necessary.

Support the Trust's training and development programmes relating to Recruitment and Selection and participate in the delivery of workshops to ensure organisational knowledge and skills in this area are developed and maintained.

The post holder might be required to travel to other Trust sites to support interviews and to provide training in own discipline.

When necessary, participate as an interview panel member / assessor in selection events and / or attendance at recruitment events to support the recruitment of staff across all service areas (these may fall at the weekends).

## **6. OTHER RESPONSIBILITIES**

To take part in regular performance appraisal.

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

To contribute to and work within a safe working environment

The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

## **THE TRUST - VISION AND VALUES**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity  
Fairness,  
Inclusion & Collaboration  
Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

## **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

**PERSON SPECIFICATION**  
**POST: Recruitment Administrator**  
**BAND: 3**

REQUIREMENTS	At Recruitment	At PDR
<b><u>QUALIFICATIONS / TRAINING</u></b>		
5 GCSE (grades A-C) or equivalent including English and Mathematics or relevant subjects, or proven experience through practice	E	E
Level 3 administrative qualification or equivalent experience	E	E
Foundation Certificate in Personnel Practice or equivalent experience	D	E
<b><u>KNOWLEDGE / SKILLS</u></b>		
Knowledge of Microsoft Office (Word, Excel, Outlook)	E	E
Excellent computer & IT skills to enable the production of reports and spreadsheets	E	E
Good administrative and organisational skills	E	E
Excellent verbal/written communication skills	E	E
Good interpersonal skills	E	E
Able to deal confidently and tactfully with people at all levels	E	E
Numerate	E	E
Attention to detail	E	E
Able to problem solve	E	E
Knowledge of Recruitment and Selection policies and best practice	E	E
Knowledge of NHS Check Standards	D	E
Knowledge of NHS	D	E
Knowledge of NHS Agenda for Change Terms and Conditions of employment	D	E
<b><u>EXPERIENCE</u></b>		
Experience of using Microsoft Office (Word, Excel, Outlook) at an intermediate level	E	E
Experience of working in a busy administrative environment	E	E
Experience in using databases to input, maintain and report on personal information	E	E
Experience in delivering high standards of customer service	E	E
Excellent telephone manner, experience of dealing with high volume telephone calls/ enquiries	E	E
Experience in using NHS Jobs, Electronic Staff Record (ESR)	D	E
Experience of working in a HR environment	D	E
Previous NHS experience	D	E

<b><u>PERSONAL ATTRIBUTES</u></b>		
<b>Customer Focused</b>	E	E
Deliver high customer service when answering the phone, emails and face to face		
Responsive and flexible	E	E
Ability to work in a fast paced environment, meet deadlines and prioritise effectively	E	E
Understand and works with confidential information	E	E
<b>Maximising Value</b>	E	E
Identify and report inefficiencies quickly		
<b>Achieving Results</b>	E	E
Adhered to deadlines	E	E
Solutions focused		
<b>Working Together</b>	E	E
Works together as a team	E	E
Adaptable and flexible – will be required to attend evening / weekend job fairs		

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				√
Heavy manual handling (>10kg)	N				
Driving	Y		√		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	N				
Mental Effort	Y				√
Emotional Effort	Y		√		
Working in isolation	N				
Challenging behaviour	Y		√		