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| **Job description – Recruitment Officer** |

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| **Job title:** | Recruitment Officer |
| **Reporting to:** | HR Business Partner - Resourcing  |
| **Salary:** | £25,875  |
| **Hours of work:** | 37.5 hours week |
| **Contract:** | Fixed Term 12 Months  |

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| **Job purpose:** | Support the HR Business Partner for Resourcing with all aspects of recruitment and selection, with a particular focus on the recruitment of Support Workers. Undertake reception duties as necessary. Promote the Westminster Society’s core values and fulfil the aims and objectives of the service. |
| **KEY AREAS OF WORK** |
| 1. **Recruitment**
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| 1.1 | Undertake recruitment activities for Support Workers, including:* shortlisting
* interviews
* organising service visits
* compliance checks
* liaising with staff and service users
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| 1.2 | Identify new sources of applicants for Support Worker roles. |
| 1.3 | Work with agencies to source Support Workers. |
| 1.4 | Review selection methods for Support Workers as necessary. |
| 1.5 | Support recruitment open days as required. |
| 1.6 | Support the HR Business Partner for Resourcing with recruitment for other roles as required, e.g. possible urgent roles, holiday cover. |
| 1. **HR Administration**
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| 2.1 | Deliver front of house duties by covering reception on a rotational basis and general office management as directed by the HR Administration Team Leader. |
| 2.2 | Take accurate notes at people management meetings / hearings such as, sickness absence management, disciplinary hearing and ensure that they are typed up and sent to the HR Business Partner in a timely manner. |
| 2.3 | Minimise the use of paper and ensure that all HR records are maintained electronically. |
| 2.4 | To undertake additional duties, including minuting meetings commensurate with HR administration and reasonably requested by the HR Business Partner for Resourcing and / or HR colleagues. |
| 2.5 | Attend and participate in team meetings to work within a team culture providing support and encouragement to all team members regardless of job role. To develop positive and professional relationships with all team members. |
| 2.6 | Attend training, participate in the Society’s supervision and appraisal processes, which involves constructive feedback aimed at developing your own performance, and quality assurance of own work. |
| 2.7 | Ensure that all work carried out complies with and promotes the Society’s Diversity Policy, Statement of Values and aims and objectives. To contribute to making sure that all employees have equal opportunities in relation to employment matters, to acknowledge their individual differences and uphold their rights and responsibilities as set out law. |
| 2.8 | Maintain high standards of health, safety, hygiene and secure working environment within agreed Health & Safety policies and procedures. Take reasonable care of the health and safety of yourself and that of others.  |
|  | *This job description is a general guideline only. The post holder may be required to undertake, as a when required, additional tasks and responsibilities that are reasonably compatible with this job description and its objectives at the request of more senior Human Resources staff or Director for People.* |
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**Recruitment Officer – Selection criteria**

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| **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT CRITERIA** |
| 1. Educated to GCSE including English & Maths (Grade A-C) or above.
 |  | Application Form, Test |
| 1. Good understanding of recruitment activities
 |  | Application Form, Interview, Test |
| 1. An appreciation of the role of a support worker and the skills and attributes necessary
 |  | Application Form, Interview |
| 1. Good working knowledge of the Microsoft Office suite, in particular Word, Excel and Outlook
 |  | Application Form, Interview, Test |
| 1. Good level of interpersonal and communication skills, along with a good telephone manner with the ability and confidence to effectively communicate with staff
 |  | Application Form, Interview, Test |
| 1. Good administration, time management and organisational skills to meet demanding and changing deadlines.
 |  | Application Form, Interview, Test |
| 1. Excellent customer service skills with the ability to build appropriate professional, friendly and accessible relationships with people who use the service.
 | Experience of working on reception or front of house duties | Application Form, Interview |
| 1. Ability to demonstrate an understanding for the need of confidentiality in dealing with all HR issues.
 |  | Application Form, Interview, Test |
| 1. Good observational and deduction skills.
 |  | Application Form, Interview, Test |
| 1. Positive approach to work, with a flexible ‘can do’ attitude; the drive and enthusiasm to improve the service and achieve high standards
 |  | Application Form, Interview, Test |
| 1. Ability to work methodically taking responsibility for own work and to work as part of a team; committed to continuous self-development.
 |  | Application Form, Interview, Test |
| 1. To demonstrate commitment to Equality & Diversity and ability to apply equality of opportunity and the Society’s Statement of Values to all aspects of daily work and interaction with service users, team members and professionals.
 |  | Application Form, Interview, Test |

September 2019