

**Job Title: Recruitment Administrator**

**Salary: Points 12 – 18 (Bar) 19 – 21 (Business Support Scale)**

**Reports to: Human Resources Officer**

## **Job Description**

### **Job Purpose**

Based within the Human Resources & Payroll Department, to co-ordinate the recruitment, selection and pre-employment checks of new staff. To provide a high level of customer service internally for recruiting managers and externally for all job applicants, ensuring the process is a positive experience whilst being undertaken on a timely and efficient basis.

### **Responsibilities**

- Support the HR team in working closely with recruiting managers to determine their requirements, ensuring all relevant documentation has been completed and adhered to
- Collect and maintain accurate data relating to all aspects of recruitment, ensuring up to date management information is available and demonstrating compliance with employment legislation and College policy and procedure at all times
- Work with recruiting managers to prepare draft job adverts that comply with employment legislation and support the College's wish to address inequality wherever possible
- Work with recruiting managers and HR staff to develop job descriptions and person specifications that ensure equality and consistency with roles of similar value across all areas of the College
- Place recruitment adverts to reach as wide an audience as possible, monitoring response rates to identify best value and effectiveness
- Ensure proactive, positive and timely communication is maintained with all job applicants throughout the recruitment and selection process, ensuring applicants feel valued and informed at all times
- Build positive relationships with relevant and appropriate recruitment agencies to identify potential solutions where recruitment advertising has been unsuccessful or where urgent and/or short-term solutions are required
- Develop and overview shortlisting processes that accurately reflect the essential and desirable qualifications and skills for the roles being advertised, ensuring compliance with employment legislation and consistency across the College
- Working with recruiting managers, plan, co-ordinate and facilitate selection days, booking rooms, inviting internal attendees, scheduling selection tests and activities including presentations and micro teach sessions
- Request and where possible gather in references for shortlisted candidates in advance of the selection day
- Meet and greet candidates, supporting them through selection days and ensuring that reasonable adjustments have been made for any applicant requiring support
- Ensure unsuccessful candidates (whether shortlisted or not) are informed of the outcome of the process and offered feedback on a timely basis

- Work with the recruiting manager to identify the appropriate salary to be offered to the successful candidate in accordance with the Starting Salaried Matrix
- Work with the HR team to ensure employee file is created and documents/data recorded consistently and in a timely manner
- Work with the HR team to ensure the successful candidate is provided with a formal offer of employment subject to background checks and references.
- Undertake all background checks on a timely basis and once complete, work with the HR team to prepare contractual offer documentation
- Ensure the successful applicant completes mandatory pre-employment online prior to commencing work
- Work with the Teaching & Learning Manager to ensure all new delivery staff undertake the new staff induction prior to commencing work with learners
- Work with the HR team to undertake new staff and internal work placement one to one or group inductions
- Support the HR team in organising and facilitating the Corporate Induction
- Ensure College computer login access and identification badge is in place prior to start date.
- Meet new employees on their first day of employment and ensure they are handed to the appropriate person within their new Department/Faculty
- Undertake follow up calls with new employees within two weeks of commencement and highlight any concerns to senior HR staff
- Support the HR team generally as and when required with administrative tasks and/or taking confidential minutes

### **General Responsibilities**

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To participate in personal professional development activities.
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- Encourage staff to undertake industrial opportunities as part of scholarly activity as appropriate
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- To safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

## Person Specification

Selection Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• If not held, to undertake and achieve a minimum level 3/4 qualification in a relevant discipline within an agreed timescale</li> <li>• Good general education to minimum level 2 or above to include English, Maths and IT</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum level 3/4 qualification in a relevant discipline (or currently working towards)</li> <li>• IT Level 2 qualified</li> </ul>	Application Form
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within a busy office environment</li> <li>• Extensive experience of the Microsoft Office suite</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a confidential HR environment</li> <li>• Minute taking for meetings and/or within investigations</li> </ul>	Application Form/Interview Skills Testing
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Excellent spelling and grammar</li> <li>• Able to work accurately towards targets and deadlines.</li> <li>• Excellent organisational skills</li> <li>• Excellent numerical skills</li> <li>• Ability to compile, analyse and present data</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to meet and greet in welsh for the purpose of providing customer service.</li> </ul>	Interview Skills Testing
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to use own initiative</li> <li>• A well organised approach to work</li> <li>• Approachable, flexible and professional manner</li> <li>• Strong Team player</li> <li>• High degree of diplomacy and discretion when handling sensitive and confidential data</li> <li>• A warm, friendly approach and the ability to empathise where necessary</li> <li>• Numeracy skills and a logical approach</li> </ul>		Interview
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Suitable to work with children and vulnerable adults.</li> </ul>		