

Job Description

Directorate Resources	Grade E
Service Human Resources	Job evaluation number
Reports to HR Manager	Responsible for Recruitment Administrator

Job purpose and role

- Lead an effective, efficient and streamlined recruitment service for the company, line managers and candidates
- Deliver an excellent experience throughout the hiring process through to onboarding and Induction into Beyond Housing
- Work closely with managers to champion, drive and embed recruitment processes across Beyond Housing, supporting company performance and promoting excellence in people practices throughout
- Be a visible and effective leader, demonstrating and embedding a coaching style of leadership, modelling and promoting exemplary behaviour for employees and promoting a culture in line with our values:
 - Considerate
 - Collaborative
 - Ambitious
 - Accountable
- This role will work across all Beyond Housing premises.

Main duties and key result areas

- Collaborate across teams to understand hiring requirements and support the development of talent acquisition strategies
- Ensure delivery of a high-quality recruitment service to managers, providing advice and guidance on the procedures and processes and gaining feedback on HR systems and initiatives to support their development
- Delivery of an end-to-end recruitment process from recruitment planning through to onboarding and induction of colleagues including the creation of adverts, shortlisting and interviewing criteria, and where needed support with longlisting and pre-screening candidates
- Progress recruitment activity according to agreed policies and procedures
- Manage the administration of recruitment and new starter information in the relevant system, ensuring that this data is accurate and update to date at all times
- Monitor recruitment activity, including identification of difficult to recruit roles, working with line manager and the HR team to introduce innovative ways to recruit
- Develop and maintain relationships with systems providers and maximise automation of all recruitment, onboarding and data processing, including troubleshooting when required
- Deliver high quality results while managing substantial recruitment volumes and working to short deadlines.
- Ensure compliance with governance and audit standards for all recruitment and onboarding activity
- Produce regular update reports and key performance information related to recruitment activity to line managers, HR partners and other key stakeholders
- Identify potential talent through recruitment activity, build talent pipelines and build networks with agencies and colleagues to identify best practice
- Ensure knowledge of HR practices are up to date, including employment legislation and its application, best practice, trends, ideas and developments in HR
- The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

All colleagues:

- Live the company values so that the highest standards of customer care can be achieved

- Are committed to equality, diversity and inclusion of all,
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the colleague appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Work with due regard to safeguarding our customers
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and efficient services, so that excellence in all that we do is pursued through continuous improvement
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Managers also:

- Deliver departmental projects and initiatives as identified in the corporate and departmental plans
- Lead, manage and motivate staff, apply the staff appraisal and development scheme, one to one performance feedback discussions and ensure that employees attend identified training
- Monitor service delivery and progress towards targets to ensure standards are met and where possible exceeded
- Effectively manage physical, human and financial resources allocated as your responsibility
- Accept and exercise responsibilities identified in company policies and procedures, particularly for compliance with health and safety.

Signed _____ Date _____

Print Name _____

Job Description and Person Specification Recruitment Co-ordinator

Document owner: Head of HR

Document no

Version No	Revision Date	Reason for Revision
1	26/11/2021	New role for Beyond Housing

Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Excellent organisation skills with the ability to effectively prioritise tasks	E
	Good communication and interpersonal skills to deliver best possible experience	E
	Good IT skills across various platforms including MS Office, Teams, Databases	E
	Able to work with data to a high level of accuracy with attention to detail	E
	Capable of making and sustaining good working relationships	E
	Able to interpret procedures to provide clear and consistent advice	E
	Able to pick up new concepts quickly and apply them to a variety of situations	E
Knowledge and experience	Knowledge of current HR legislation	E
	Experience of working within recruitment and implementing improvements	E
	Experience of applying policies and advising on the adaptation of recruitment procedures and practices	E
	Experience of using an electronic HR and recruitment systems – to input, store and retrieve appropriate data	E
Qualifications	5 GCSE's or equivalent including Literacy and Numeracy	E
	CIPD level 3 qualification or equivalent HR qualification	D
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E
	Focussed on leading, coaching, empowering and motivating employees	E
	Committed to team development and identification of on-going training needs	E
	Willing to take ownership and be accountable for decisions and actions	E
	Ensures decisions and actions are in line with company values, policies and guidelines	E