



<b>Job Title:</b>	Recruitment Advisor
<b>Grade:</b>	Grade 6
<b>Section:</b>	Human Resources
<b>Reports to:</b>	Recruitment Manager
<b>Responsible for:</b>	None

### The Job

Is to:

- provide high quality support, advice and guidance to recruiting managers across the organisation, to embed and deliver the recruitment agenda; and
- build positive partnerships with internal and external customers to ensure effective recruitment practise are undertaken to ensure a successful start to end recruitment process.

### The Bigger Picture

You will:

- assist with the development, maintenance and review of recruitment policies and procedures, ensuring they are fit for purpose and in line with appropriate legislation and best practise;
- support the development of e-recruitment as a subject matter expert and help to embed into the organisation through providing training and support to end users as and when needed;
- develop and maintain appropriate systems to ensure the efficient organisation of all records and ensure that they are kept secure at all times in accordance with GDPR requirements;
- support the development and delivery of key HR projects and initiatives through the provision of effective and comprehensive advice;
- carry out periodic testing for new releases of the HR system to ensure WDH processes will work in the live environment;  
provide high quality HR administrative support and guidance to the HR team, with a particular focus on project work and recruitment activity; and
- carry out any other duties appropriate to the main purpose and grade of the job.

### The Day to Day

You will:

- take a lead role in the recruitment process, providing advice and guidance to managers, carrying out quality checking of short listing, interview questions, assessments and pre-

employment checks, deliver recruitment meetings with hiring managers, ensuring processes are clearly planned withing relevant agreed timelines, ensuring advertising options are discussed and assessment methods agreed;

- be the lead in administrative duties in relation to recruitment activity including preparing vacancy clearing panel (VCP) and associated documentation, preparing vacancies and adverts, logging applications, arranging interview dates and panels, inviting applicants to interview, preparing interview packs and issuing offer letters and contracts of employment;
- ensure that agreed standards and Key Performance Indicators (KPI's) are met and maintained;
- provide timely and effective advice to support employees and managers, explaining recruitment policies and procedures clearly;
- have responsibility for maintaining HR information with the HR system including accurate record keeping, reporting and maintaining the information management systems in line with the retention schedule;
- maintain accurate employee records, processing new starters, internal moves and changes to job, hours of work/ working patterns and salary in a timely manner;
- work with the payroll team ensuring changes to employee records are made in accordance with payroll deadlines;
- complete all pre-employment checks, including references, medical clearance and Disclosure and Barring Service checks to ensure that all aspects of employment legislation are complied with;
- develop and maintain positive working relationships with WDH managers and provide a point of contact for employees and external contacts;
- respond to a high volume of telephone and email enquiries and provide accurate, timely advice, passing on messages to the relevant contact where appropriate; and
- maintain an awareness of developments in HR best practice, employment legislation and case law.

### **Personal Contacts:**

**Internal:** WDH employees and managers at all levels

**External:** Job applicants, Job Centre Plus, DBS, and HR systems supplier and other relevant organisations

## The Specifics

<b>Personal Skill Characteristics</b>	<b>Essential (Tick)</b>	<b>Desirable (Tick)</b>	<b>Method of Assessment (Code list below)</b>
<b>Qualifications and Training</b>			
CIPD Intermediate Qualification (Level 5) or working towards or an equivalent Level 5 qualification in a HR/business related subject.	✓		AF/CQ
<b>Determination</b>			
Awareness and understanding of developments in HR and recruitment best practice, employment legislation and case law.	✓		AF/I
ICT literate, able to use a variety of software packages including Microsoft Word and Excel as well as HR Information systems.	✓		AF/I
Experience of working in a fast-paced customer-facing environment, adjusting own workload to meet challenging deadlines.	✓		AF/I
Excellent time management and organisation skills.	✓		AF/I/R
<b>Nous</b>			
Experience of advising on HR and recruitment policy and procedure.	✓		AF/I
Strong written and verbal communication skills, to confidently communicate at all levels and with the ability to challenge and coach recruiting managers where necessary.	✓		AF/I
Experience of dealing with confidential information in accordance with the requirements of GDPR.		✓	AF/I
Experience of processing DBS checks.		✓	AF/I
Experience of coaching and mentoring employees to support the organisations people agenda.		✓	AF/I
<b>Attitude</b>			
Commitment to delivering the highest standards of customer service.	✓		AF/I/R
Proven ability to build great partnerships internally and externally to provide a comprehensive start to finish recruitment service.	✓		AF/I
Able to work as part of a team and alone within own area of responsibility.	✓		AF/I/R
Ability to adapt to change and be receptive to new ways of working.		✓	AF/I

**Key**

**AF - Application Form**

**I - Interview (this may include a presentation and occupational test where appropriate)**

**CQ - Certificate of Qualification**

**R- References**