

## Recruitment Advisor Person Specification

**Job Title:** RECRUITMENT ADVISOR

**Service:** Central Services

**Essential**      **Desirable**

### **Qualifications**

- |  |   |   |
|--|---|---|
| 1 Good standard of education – minimum of 3 GCSE’s grade C or above (or equivalent) including English and Maths. | ✓ |   |
| 2 REC or CIPD qualification.   |   | ✓ |

### **Knowledge**

- |  |   |  |
|--|---|--|
| 1 A working knowledge of safer recruitment processes in the health and social care sector. | ✓ |  |
| 2 Effective IT and Recruitment systems knowledge.  | ✓ |  |
| 3 Knowledge of safe working practices.   | ✓ |  |

### **Skills and Abilities**

- |   |   |  |
|---|---|--|
| 1 Can translate policy guidance into practical action.  | ✓ |  |
| 2 Excellent verbal and written communication skills.  | ✓ |  |
| 3 Strong sense of accuracy and attention to detail.   | ✓ |  |
| 4 Ability to plan and organise own time effectively, create own work schedules, prioritising, preparing in advance and setting of realistic timescales. | ✓ |  |
| 5 Ability and willingness to provide an effective and efficient recruitment service.  | ✓ |  |
| 6 Confident working with people at all levels of the business.  | ✓ |  |
| 7 Ability to ensure that appropriate levels of confidentiality are maintained.  | ✓ |  |
| 8 Proficient in the use of software packages and Microsoft office software (Excel, Word, Outlook).  | ✓ |  |
| 9 Ability to proactively source candidates using a full range of media, channels, local knowledge and networking strategies                             | ✓ |  |

**Policy Document No: Per 1.1.2**

10 Ability to travel across multiple sites in Hesley Group and to external locations

✓

**Experience**

- |   | <b><u>Essential</u></b> | <b><u>Desirable</u></b> |
|---|-------------------------|-------------------------|
| 1 Experience of working as an internal recruiter or for an agency team and providing an effective recruitment service.                    | ✓                       |                         |
| 2 Experience of working in a recruitment role in the health and social care sector  |                         | ✓                       |
| 3 Successful experience of HR databases, Applicant Tracking Systems and excellent Excel, analytical and reporting skills                  | ✓                       |                         |
| 4 Has a successful proven track record with all contemporary attraction and recruitment techniques and practice.                          | ✓                       |                         |
| 5 Hands on experience with all selection processes (phone screening, face to face interviewing, reference checking and DBS processes etc) | ✓                       |                         |
| 6 Experience of organising assessment centres – presentations, interviews, activities and group work                                      | ✓                       |                         |
| 7 Experience of working in high volume recruitment  | ✓                       |                         |

Person Specification prepared by HR Department      Date: 2 June 2022