

**Policy Document No: Per 1.1.1**

## Recruitment Advisor Job Description

**Job Title:** RECRUITMENT ADVISOR

**Service:** **Central Services**

**Responsible to:** Recruitment Manager

### **Job Purpose:**

The Recruitment Advisor is responsible for the direct sourcing, recruitment and selection of various care roles within Hesley Group. The Recruitment Advisor will ensure a proactive service is provided for each service they are partnered with.

The post will report to the Recruitment Manager and will collaborate daily with a range of key operational stakeholders.

The post holder will proactively identify future hiring needs for the area, building detailed local plans to recruit and select the right staff for the people we support.

The post holder will be responsible for monitoring the success of individual recruitment campaigns, reviewing with the Recruitment Manager the effectiveness of deployed initiatives and reporting the impact using key performance indicators.

### **Key Responsibilities:**

1. Implementing the recruiting strategy for the services in close consultation with the Recruitment Manager and Service Managers/Leads
2. Work closely with the Recruitment Manager to support the analysis of key routes to market and ensure they are being utilised to support a consistent flow of quality candidates to deliver requirements
3. Preparing compelling advertising copy in line with Hesley Group brand guidelines and the priorities of the job description
4. Sourcing and attracting candidates proactively, using a full range of search techniques to capitalise on databases, social media and job board activity
5. Preparing and tailoring all electronic and printed recruitment materials and collateral for all local marketing, events, job fairs, interviewing and regulatory documentation

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6. Attending all recruitment events for the area – promoting Hesley Group opportunities as widely as possible and presenting the Hesley Group brand professionally and creatively
7. Screening all candidate CV's prior to shortlist – fully understanding the experience we are looking for, killer questions, safeguarding and all compliance requirements
8. Liaising closely with operational staff to source, screen, interview, offer and onboard candidates in line with Safer Recruitment Policy and Guidelines
9. Conducting interviews along with Operational Staff in line with Hesley Group guidelines and best practice interview techniques and regulation
10. Support with the Pre-employment and regulatory Onboarding required in this sector to maintain speed of processing with accuracy and completeness of staff files
11. Provide regular, analytical and well documented recruiting reports to the Group Recruitment Manager for Board and Operational reporting
12. Acting as a key point of contact and building positive and engaging candidate relationships throughout the whole candidate journey and experience
13. Updating Applicant Tracking Systems effectively and other in-house reporting tools
14. Provide technical support in relation to the online recruitment system Eploy for all users of the system.
15. To advise the Marketing Team on new social media posts in relation to recruitment opportunities and events across Hesley Group.
16. To work in line with agreed key performance indicators in order to achieve the required recruitment targets for each service.

**General**

To advise, as required, on professional matters within the area of competence of the post.

To maintain and develop up-to-date professional knowledge, skills and competence through training, reading and other such activities and to incorporate the same into practice.

To observe and monitor standards of practice and to deal with unacceptable practice in line with Hesley Group policies and procedures. Report to your line manager, or other appropriate person, in the event of awareness of bad practice.

To undertake such other duties and responsibilities reasonably consistent with the role as may be required from time to time by your line manager.

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**Health & Safety:**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for people who use Hesley Group services.

**This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. Hesley Group, therefore, expects all staff and volunteers to share this commitment.**

Prepared by Human Resources Department

Date: 10 January 2022

Jobholder ..... Signed ..... Date: .....

Manager ..... Signed ..... Date: .....