

## Recruitment Administrator Job Description

**Job Title:** RECRUITMENT ADMINISTRATOR

**Service:** Central Services

**Responsible to:** Recruitment Manager

### **Job Purpose:**

Supporting multiple services across Hesley Group, the Recruitment Administrator is responsible for the on boarding of staff in line with safer recruitment practice and Hesley Group policy. The Recruitment Administrator will be the point of contact for new starters joining the company.

### **Key Responsibilities:**

- 1 Process successful candidates offer and contracts using the Eploy e-recruitment system in a timely and efficient manner, providing support to candidates with any queries they may have about completing the on boarding process
- 2 Proactively manage the on boarding of new starters, ensuring all required pre-employment checks are carried out in line with safer recruitment guidelines and Hesley Group policy which includes right to work in the UK and the DBS
- 3 Provide a customer-focused service to applicants and managers, responding promptly to queries received via email/telephone and into the Recruitment inbox.
- 4 To communicate on a regular basis and be the point of contact with new starters and hiring managers during the on boarding process, ensuring all checks are received in a timely manner.
- 5 Set up an organised on boarding tracking system for all recruitment campaigns to ensure all pre-employment checks are carried out and report any delays or issues to the Recruitment Manager and Hiring Manager at the service.
- 6 To effectively manage the Eploy (Applicant Tracking System) ensuring the system is maintained with up to date records.
7. To support the Recruitment Advisors in arranging interviews and contacting candidates before their interview to ensure high levels of attendance.

### **General**

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

**Policy Document No: Per 1.1.1**

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.

**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: 10th January 2022

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

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