

## JOB DESCRIPTION AND PERSON SPECIFICATION

### A. POSITION DETAILS

<b>TITLE OF POST:</b>	Recruitment Executive
<b>RESPONSIBLE TO:</b>	Recruitment Co-ordinator
<b>HOURS:</b>	35 hours per week / Fixed Term Contract for 3 months
<b>GRADE:</b>	Grade 2
<b>SALARY:</b>	£25,160 Pro Rata Per Annum
<b>LOCATION:</b>	Regents Park Centre
<b>CLOSING DATE:</b>	02 September 2018
<b>INTERVIEW DATE:</b>	10 September 2018

### B. PURPOSE OF THE JOB

You will be responsible for attracting candidates for jobs, including apprenticeships and other funding streams and matching them to temporary or permanent positions with client companies. You will build positive relationships in order to gain a better understanding of your clients' recruitment needs and requirements.

Working as a recruitment executive, you will attract candidates by drafting advertising copy for use in a range of media, as well as by networking, headhunting and through referrals. You will screen candidates, interview them, run background checks and finally match them to their clients. You will also provide advice to both clients and candidates on salary levels, training requirements and career opportunities.

### C. MAIN DUTIES AND RESPONSIBILITIES

- Developing a good understanding of client companies, their industry, what they do, their work culture and environment when establishing recruitment needs
- Building applicant sources by researching and contacting community services, third sector stakeholders, internal college departments, employment agencies, recruiters, media, and internet sites; providing organisation information, opportunities, and benefits; making presentations; maintaining rapport.
- Visiting clients where necessary to build and develop positive relationships with them
- Advertising vacancies by drafting and placing adverts in a range of print and online media as appropriate
- Using social media to advertise positions, attract candidates and build relationships
- Headhunting - identifying and approaching suitable candidates who may already be in work (where appropriate)
- Using candidate databases to match the right person to the client's vacancy
- Tracking newly placed recruits during their first 8 weeks to ensure successful sustainment of employment
- Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client
- Requesting references and checking the suitability of applicants before submitting their details to the client (where appropriate)

- Flexibility to attend networking and promotional events to develop and maintain communications with potential clients and professional bodies.
- Briefing the candidate about the responsibilities, salary and benefits of the job in question
- Preparing CVs and correspondence to forward to clients regarding suitable applicants
- Organising interviews for candidates as requested by the client
- Informing candidates about the results of their interviews
- Negotiating pay and salary rates and finalising arrangements between client and candidates
- Offering advice to both clients and candidates on pay rates, training and career progression
- Providing IAG to unsuitable applicants, sign posting them to alternate college provision.
- Meeting monthly targets and conversion targets from applications to enrolled apprentices.

#### **D. EXPECTATIONS OF THE POST HOLDER**

- Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
- Abide by the College's data protection policy;
- Actively participate in the appraisal scheme;
- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure

