

# Job Description for Recruitment Lead

**Job Title**                      **Recruitment Lead**

**Reports to**                      Head of HR – Talent Management

**General scope of post**                      Responsible for attracting suitable candidates and matching them to permanent/relief positions across the Trust.

You will attract candidates by advertising via a range of media as well as by networking, headhunting and through referrals. Responsible for screening candidates, interviewing and taking candidates through the recruitment process up to offer stage. Provide advice to candidates regarding the Trust, salary, training & career opportunities.

This role will provide a vital link between candidates and the home managers.

The Recruitment Lead reports to the Recruitment Manager and will have a dotted line reporting to the Assistant Operations Director of their region.

**Key Accountabilities**

- Build strong relationships with the hiring managers, i.e., Home Managers and Operations team.
- Conduct a full and detailed job briefing with line managers where required.
- Design and implement effective recruitment campaigns in liaison with the Recruitment Manager and Recruitment Leads.
- Advertise vacancies via internal and external channels – assessing various recruitment methods and selecting the most appropriate routes to market for each role, i.e. newspapers, websites and professional magazines.
- Use social media and our ATS to advertise vacancies, attract candidates and build relationships with them and the home managers.
- Headhunting – identifying and approaching suitable candidates who may already be in work.
- Using our ATS to develop a talent pool of candidates for future requirements in order to match the right person to the right home.
- Become a “Super User” of The Trusts ATS system, managing and supporting regional recruitment campaigns with the overall aim to reduce the use of agency within your regions homes.
- To manage and coordinate recruitment campaigns across your region, liaising between different Home Managers to ensure a fair and positive experience for all candidates that approach the Trust looking for employment.
- Brief candidates regarding the responsibilities, salary and benefits of the vacancy, acting as a liaison point and Trust ambassador.
- Receive and review applications, manage interviews and assessments, in partnership with the relevant home manager and inform candidates of the outcome of their interview.
- Check the suitability of applicants before submitting their details to the Home Managers.
- Work closely with the Recruitment Leads in other regions to share best

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practice and lessons learned to maximise effectiveness of all recruitment campaigns.

- Liaising with HR and Operations/Home Managers to gather feedback and update on progress of current vacancies, as well as identifying future needs.
- Analyse management information to identify trends and ensure the most appropriate routes to market are being used effectively.
- Develop a good understanding of the Trust and its work culture and environment.
- Liaising with external suppliers where required.
- Assist with wider recruitment projects/needs as required by the business.
- To produce updates and reports on recruitment activities across the region identifying areas of focus.

Number of  
Direct Report

There are no direct reports

Financial  
Responsibility

There is no financial responsibility

Knowledge,  
skills & Abilities

Must be able to demonstrate literacy and numeracy skills in the English language  
GSCE Pass level or equivalent in English and Maths  
Proven track record of working within a recruitment or HR function  
Excellent IT skills including Microsoft Office

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## Person Specification

ESSENTIAL	DESIRABLE
<u>Experience:</u> Proven track record of working within a recruitment or HR function	Knowledge of the Care Industry Experience recruiting into Nursing positions Experience of headhunting
<u>Motivation:</u> A commitment to recruiting high calibre candidates	
<u>Knowledge:</u> Recruitment & Selection Equal Opportunities and Non-discriminatory practice	
<u>Specific Skills and Abilities:</u> Excellent verbal & written skills Excellent IT skills including Microsoft Office Excellent organisational skills Able to manage time and work under pressure Able to meet deadlines and targets	
<u>Interpersonal Skills:</u> Excellent communication skills. The ability to form positive relationships with colleagues. Able to work independently and as part of a wider team and promote harmonious relationships Professional customer focused approach	
<u>Ability to meet Job Requirements</u> Have own transport to travel across all Trust regions. Willing to attend training and meetings in other Trust counties	