

Job Description

Job title:	(HR UK) Recruiter
Group:	Finance & Corporate Services
Dept/Project/Service:	Human Resources
Reports to:	Strategic HR Business Partner
Responsible for:	N/A
Usual office base:	Reading

Job purpose:

To provide an effective, efficient and professional recruitment service at all levels across the UK business, ensuring that recruitment needs of the organisation are met whilst acting as a first point of contact for managers, candidates and other relevant stakeholders for all recruitment related queries.

Job objectives:

1. To ensure that Safer Recruitment best practice and Education Development Trust policies and processes are adhered to throughout the recruitment process, ensuring appropriate authorisation is in place for all recruitment campaigns and that all contractual offers are in line with the approved requisitions.
2. To coordinate the full recruitment process, from job requisition through to issuing contractual paperwork – to include the preparation of advertising campaigns (that adhere to legislation avoiding discrimination whether direct or indirect and comply to Education Development Trust branding standards), advising on appropriate advertising media, advising managers on best practice shortlisting approaches, liaising with candidates, preparing and issuing documentation for interviews and advising unsuccessful candidates and issuing contractual documentation to successful candidates.
3. To deploy a blend of sourcing strategies (from traditional through to new and creative approaches) to ensure that Education Development Trust is hiring the best possible talent into the organisation both with active and passive candidate engagement. Review and evaluate sourcing strategies to assess effectiveness and value for money.
4. To act as the main point of contact for candidates, using the selection period as an opportunity to build positive candidate relationships and support the onboarding process into the organisation.

5. To support the attraction of candidates to Education Development Trust by ensuring that all opportunities are promoted via mandatory routes (internal advertising) and through online social media (eg LinkedIn) in order to enhance the employer brand as a positive place to work and target new followers of the organisation.
6. To build a relevant and appropriate pipeline of talent for future vacancies, reviewing interest in the organisation and evaluating candidates to support the development of talent pools for future recruitment needs.
7. Support and coach managers, with the effective utilisation of Business World On! and other online systems to ensure that they are following recruitment processes correctly and in line with best practice and that all recruitment activity is budgeted and approved appropriately.
8. Maximise the potential of the recruitment database (Eploy) to strengthen recruitment campaigns and identify opportunities for continuous improvement, provide support and coaching to managers on their utilisation of the hiring manager portal in Eploy and contribute towards system enhancement projects.
9. Identify when job descriptions have been altered or new job descriptions created to ensure that all advertised roles have been properly evaluated and provide advice and guidance to recruiting managers regarding the formulation of Job Descriptions to ensure that content is appropriate and that they adhere to the Education Development Trust format requirements.
10. Prepare contracts of employment for new starters ensuring that appropriate Terms & Conditions are issued as relevant to the area of business in which they will be working, including having an in depth understanding of the calculation of Term Time Only salaries accurate calculation of annual leave for part time employees, utilising accurate salary scale starting points and ensuring appropriate approval is in place for all employment offers.
11. Support the recruitment administrator with monitoring the onboarding process, specifically in relation to the return of new starter documentation to ensure that all new starters are processed via Payroll in a timely manner and information in relation to compliance i.e. Right to Work documentation, references, Barred List and DBS checks is captured and satisfactory to the organisation, acting as countersignature for DBS checks as required.
12. When required, prepare management information (MI) in relation to recruitment activity to support HR metrics and Key Performance Indicators (KPIs) and to inform future business decisions and recruitment activity.
13. Undertake a continuous review of recruitment policies, processes and procedures to ensure that they are relevant and fit for purpose, making suggestions for improvement where required and leading on or contributing to the development of new or revised policies.
14. Undertake any other ad hoc duties as required by the Strategic HR Business Partner to support the wider HR Team, in particular undertaking human resource related projects and priorities as allocated.

Scope:

The role holder will need to be proactive, professional and self-motivated in order to deliver a first class recruitment service to the business, with the ability to liaise effectively with managers at all levels within Education Development Trust and external providers.

Some travel may be required for this role.

Person specification:**Knowledge****Essential:**

- Working knowledge of the full in-house recruitment cycle from advertising to onboarding.
- Knowledge of associated employment law
- Knowledge of how to use social media to attract candidates and build the employer brand
- Knowledge of safer recruitment practices

Desirable:

- Attainment of, or working towards, a relevant HR / Recruitment qualification.
- An understanding of the education or employability sector

Experience**Essential:**

- Demonstrable and successful experience of resourcing within a high-volume recruitment function.
- Experience of providing a high-quality customer-focused service.
- Experience of effective utilisation systems and databases to support recruitment activity
- Experience of partnering with recruiting managers to develop appropriate advertising campaigns, including development of compelling advertising copy

Desirable:

- Experience of undertaking targeted search/ headhunting utilising ATS databases or LinkedIn to identify relevant talent
- Experience of identifying relevant channels for advertising roles to maximise reach and visibility, including effective use of job boards and social/ rich media
- Experience of working with external providers i.e. advertising and recruitment agencies.
- Experience of preparing contractual documentation
- Experience of organising and running selection processes, including interview and assessment centres.
- Evidence of providing innovative solutions to business requirements.
- Experience of coaching and supporting managers on best practice approaches to recruitment and selection

Skills**Essential:**

- Excellent communication skills, both written and verbal, with the ability communicate with individuals at all levels within the business.
- Ability to coach and guide others
- Strong planning and organisational skills
- Well-developed IT skills, with the ability to use a range of software i.e. Office products and relevant databases.
- Attention to detail and proof reading skills.
- Ability to work under pressure to meet tight deadlines.
- Well-developed problem solving skills and the ability to use initiative.
- An understanding of working within a confidential setting.
- Ability to work as part of a team, as well as being self-motivated to work alone.
- High levels of confidentiality and personal discretion

Competency Band: 4

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering excellent service	Creating and innovating
Integrity - Supporting and Building Trust	Following through responsibilities	Communicating with impact and empathy
Accountability - Delivering and Improving	Driving performance	Continually improving
Collaboration - Engaging and Partnering	Making effective decisions	Engaging others to achieve goals

Job Family: Human Resources/ Resourcing & Deployment

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.