



Role Description

Subtitle:	Recruitment Administrator
Version:	220621
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Owner:	HR Manager
Keep informed:	Recruitment Administrator

1. Overview

Reporting to the HR Manager, the Recruitment Administrator is responsible for providing a first-class transactional service to support effective delivery of the business plan. This role will contribute to the delivery of strategic recruitment projects and act as an ambassador for recruitment across the business, ensuring the highest standards of customer and applicant care at all times.

2. Duties and responsibilities

2.1. Recruitment and Selection

- Effectively manage the recruitment inbox, responding to all applications and agencies as appropriate.
- Ensure recruitments are delivered in a timely manner, and in line with the business plan.
- Ensure project folders for recruitments are created with the correct permissions applied to ensure confidentiality in line with GDPR and the need of the business
- Conduct pre-recruitment meetings with hiring managers to identify the requirements for the role, including key competencies, qualifications and recruitment process.
- Work with hiring managers on the production and review of role descriptions.
- Create supporting documentation for both internal and agency use detailing the requirements of the role as agreed in the pre-recruitment meeting.
- Coordinate activity within recruitment projects ensuring each is fully approved in accordance with the workforce plan.
- Use recruiting methods to source and qualify suitable candidates for roles, manage and maintain candidate pools for future roles.
- Keep applicant tracking system up-to-date and manage communications (including candidate feedback) with hiring managers to ensure the highest standard of applicant-care is maintained.
- Develop relations and work with recruitment agencies and third-party consultants to advertise recruitments internally and externally as appropriate.
- Maintain the current preferred supplier list (PSL) and deal with any new agency enquires by registering and filing their terms of business and contact details.
- Work with hiring managers to create questions for interviews in alignment with the competencies required for the role, maintain a bank of interviews questions for use across all recruitments.
- Schedule interviews and plan recruitment and selection events as required.
- Screen applications and complete interviews (as necessary) with hiring managers; ensuring interview notes are kept, decisions are documented, and all securely retained.
- File documentation relating to recruitment securely, and ensure projects are sent for approval to close in a timely manner.

- Support HR manager with the collation of recruitment metrics and monitoring data to inform strategic decisions.
- Promote recruitment by exploring graduate schemes, managing recruitment fairs, finding opportunity for visa sponsorship and other related activities
- Conduct research to ensure that advertised salaries are in line with the market and also internal comparators.
- Support in the design, implementation and effective management of recruitment processes and systems.
- Ensure compliance throughout the recruitment process with legislation and internal policy and procedure.

2.2. Employee Lifecycle: Onboarding

- Make conditional offers of employment to potential new employees, in alignment with the recruitment brief ensuring that the relevant approvals are in place.
- Draw up offer letters and contracts, ensuring that they are signed by new employees and filed as necessary.
- Work with relevant stakeholders to agree appropriate start dates for new employees.
- Work with IT and Facilities to ensure that new employees have the appropriate equipment available to them on their first day.
- Ensure that new employees receive the relevant information and documentation they require prior to their start date (including guidance on pension schemes and other benefits).
- Carry out all pre-employment checks (e.g., right to work, employment references, professional membership checks, qualification verification) and ensure that copies are retained accordingly.
- Ensure HR software and other relevant documentation is fully updated when new employees join, in accordance with the requirements of GDPR.
- Arrange the first day induction programme to ensure new employees receive the appropriate level of induction.
- Work with hiring managers to ensure probationary meetings are scheduled. Escalate any indication of supportive/corrective measures required to address performance or conduct concerns to the Senior HR Advisor
- Accurately update Quality documentation and internal systems with relevant changes.

2.3. Other

- Support with the delivery of ad hoc HR projects which may arise
- Carry-out any other administrative/HR tasks to support the HR manager in the effective running of the team
- Other duties as required.

3. Revision History

Revision	Changes
220621	ABu/AB/NT - Document Created