

JOB DESCRIPTION

JOB TITLE	Regional Recruitment Coordinator
REPORTING TO	Regional HRBPs - dotted line to Head of Recruitment
RESPONSIBLE FOR/JOB PURPOSE	<ul style="list-style-type: none"> • Provide a comprehensive end to end recruitment service to the Region / BU for existing and future requirements. • Identify and develop local attraction opportunities that can be used within the Region / nationally. • Visible across the Region/BU, seen as a subject matter expert providing sound recruitment and selection advice, guidance and support to hiring managers. • Ensure a great and consistent candidate experience.
LOCATION	Based regionally with regular travel within the area

DUTIES AND RESPONSIBILITIES

- Work closely with the Senior Regional Management Team and the Regional HR Team to plan campaigns for current and future recruitment requirements
- Devise attraction strategies, including the preparation of accurate adverts to support the recruitment of appropriate candidates that will contribute to the success of the business and embrace Community Integrated Care's core values
- Throughout the Regional / BU promote the Recommend a Friend scheme as a positive engagement tool and sustainable source of candidates
- Using Community Integrated Care's online recruitment system, post vacancies in a consistent and clear manner, conduct initial shortlisting and manage candidate applications, ensuring a consistent candidate experience
- Plan recruitment events and campaigns, providing the necessary support to ensure the activities run smoothly
- Identify and develop local engagement strategies with, for example, funded providers, universities and colleges to promote Community Integrated Care as a positive career option post education and create talent pools of potential candidates
- When required coordinate candidates attending service visits that help ensure that they fully understand the role and have an opportunity to meet the people we support
- Support managers with the use of values based selection activity including the design and management of assessment centres and associated selection materials in line with CQC / Care Inspectorate requirements where this is a requirement
- Advise, support and guide hiring managers on the end to end recruitment process and the use of Community Integrated Care's online recruitment system
- Contribute to the management and development of both the intranet and website, drafting appropriate material and updating the sites accordingly

- Contribute to the development of relevant policies and processes to enable continuous improvement and ensure compliance with legislative and regulatory changes
- Contribute to continuous improvement in the use of social media including drafting and posting of messages and news stories to heighten the awareness of the business as an employer of choice
- Share best practice expertise to ensure a consistent level of service across Community Integrated Care
- Contribute to the management and continued development of Community Integrated Care's online recruitment system
- Using Community Integrated Care's online recruitment system produce high level management information and other reporting to monitor recruitment activities across the Region / BU
- Visible across the Region / BU, exhibit professionalism and be seen a great ambassador to Community Integrated Care

KEY REQUIREMENTS

Qualifications

- CIPD qualification / part qualification (member / graduate level) is desirable

Experience

- Significant recruitment experience, either in-house or agency
- Experience of high volume recruitment
- Proven experience of supporting managers through the end to end recruitment cycle, providing both advice and guidance
- Previous experience using an online recruitment system / applicant tracking system to support activities
- A track record of using a range of sources to promote opportunities to build brand and talent pools
- Experience of identifying and developing a range of local attraction solutions
- Experience in using social media to attract high calibre candidates
- Previous experience of working in a HR is desirable

Skills / Abilities

- Ability to juggle multiple vacancies whilst ensuring the quality of service remains high
- Able to work well under pressure and to deadlines
- Delivery focused, passionate about recruitment and exceptionally well organised
- Ability to build strong, consultative and professional relationships with managers and support them in all aspects of recruitment
- Able to develop credibility with internal and external stakeholders and build sound working relationships
- Ability to assess and analyse data and confident in producing regular and ad-hoc metrics to the business
- Demonstrate resilience with the ability to work flexibly and under pressure

- High levels of accuracy
- Excellent written, oral, and communication skills
- Excellent MS office skills

Knowledge

- Subject matter expert for all aspects of recruitment
- Appreciation of the importance of a positive candidate experience
- Understanding of best practice selection methods and ability to design bespoke selection assessments
- Understanding of DBS/PVG process
- Comprehensive and up to date knowledge of Employment legislation and HR best practice policy and procedures pertaining to recruitment
- Understanding of current and proposed changes in legislation and the impact of these changes on health and social care services is desirable
- Working knowledge of CQC / Care Inspectorate requirements to operate a robust and safer recruitment process

NB : This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.

This Job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Charity and its services, as well as the personal development needs of the post holder.

DATE PREPARED:	Friday, 06 April 2018
PREPARED BY :	Richard Farrall, Recruitment Manager