

Job Description & Person Specification



Job Title Recruitment Officer	
Responsible to	HR Manager
Responsible for	N/A
Department/Location	HR Department, Herne
Date/ Version	July 2022, Version 1
Purpose of job	To deliver a proactive and professional recruitment service to the Charity, attracting and recruiting high calibre talent at all levels, and facilitate retention initiatives to improve service user experience.
Key Responsibilities	<ol style="list-style-type: none"> 1. Manage the end-to-end recruitment process from vacancy approval through to arranging the induction of a successful applicant. 2. Build relationships with recruiting managers to assist in understanding the demands of their department, tailoring the recruitment process to assist their needs and to provide a first class recruitment service. 3. Follow up on all pre-employment clearances, ensuring that all checks have been validated and confirmed as satisfactory prior to commencement. 4. Issue contracts of employment and new starter documentation with associated checks. 5. To deal with all telephone, e-mail and face to face enquiries promptly and efficiently, providing effective advice as appropriate. 6. Providing administrative support to the HR team, monitoring shared email inboxes and post daily, liaising with team to ensure queries are responded to within the agreed timeframe. 7. Creating and issuing ID Badges. 8. Assist with the distribution of Work anniversary Cards and Birthday cards for employees. 9. Organise, attend and actively participate in recruitment and retention activities, such as open days, job fairs and other events as scheduled and sometimes outside of normal office hours. 10. Actively participate in SPF charity events as requested. 11. Be friendly, approachable, and professional as HR's 'first point of contact' for stakeholders. 12. Assist with the completion of new DBS checks and DBS renewals of staff. 13. Provide HR project support where appropriate 14. Maintain up to date knowledge of changes within employment law 15. Actively engaging in the development of innovative ideas and suggestions, ensuring continued advancement of the recruitment process from attraction to retention. 16. Process and record HR invoices and PO's.

	<ol style="list-style-type: none"> 17. Complete monthly reconciliation of HR Director's credit card expenditure. 18. Support the wider HR team and the Charity as a whole with ad-hoc administrative projects as and when required. This may include providing short ad-hoc periods of cover for the main reception at SPH. 19. To support the aims and objectives of our Charity and play a full and active part in working so that at all times this post is providing the highest standard of care to people who use our services. 20. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Expectations	<ol style="list-style-type: none"> 1. Understand how equality and diversity applies to the responsibilities of the role and actively promote equality and diversity in all aspects of the role. 2. Adhere to standards and legislation in relation to CIPD Professional Standards. 3. Understand importance of Employment Law legislation in relation to the role and how these impact and guide the work you do. 4. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 5. Ensure the views and needs of our service users inform and guide your work wherever possible. 6. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation. 7. Develop positive relationships with colleagues and other key stakeholders. 8. Keep abreast of internal and external developments and respond accordingly. 9. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services. 10. Attend and contribute to staff training and any other training identified as appropriate for the role. 11. Contribute to making SPF an environmentally friendly workplace.
Person Specification	
Essential Criteria	<ol style="list-style-type: none"> 1. Previous experience of working in an administrative, customer service or HR role. 2. GCSEs or equivalent in English and Mathematics or equivalent experience. 3. Ability to work effectively in a busy environment and prioritise workload appropriately. 4. Able to demonstrate working knowledge of Microsoft Word, Outlook and Excel and the use of standard office equipment.

	<ol style="list-style-type: none"> 5. Good numeracy and literacy skills, including percentages and decimals, grammar and spelling. 6. General awareness of employment legislation surrounding recruitment and selection and able to apply this to the role. 7. Excellent problem-solving skills and possess a solution-orientated approach. 8. Ability to maintain strict confidentiality at all times. 9. Demonstrable understanding and commitment to SPF's aims, values and objectives.
Desirable Criteria	<ol style="list-style-type: none"> 1. Previous HR experience. 2. Experience of Social Care working practices. 3. CIPD Level 3 Qualified or demonstrable experience. 4. Direct or indirect experience of disability or supporting those with disabilities.
Signed (Employee)	
Print Name	
Date	