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**Job Description**

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**Job Title:** Recruitment Assistant

**Grade:** Band 3

**Reports To:** Admin Team Leader – Employment Services

**Accountable To:** Director of Human Resources

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**Job Purpose:**

To provide a comprehensive, efficient and responsive recruitment and selection service to the Trust and to provide full support in the administrative aspects of Recruitment. To contribute fully as a member of the Human Resources Team, working closely with and providing cover as requested for colleagues within the function

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**Organisation Chart:**

Associate Director Human Resources  
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Head of Employment Service  
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Employment Services Manager  
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Team Leader – Employment Services

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**Key Result Areas:**

To provide advice to Managers on all recruitment and selection documentation, in particular job descriptions, person specifications and advertisements, adhering to the Trust's Recruitment and Selection guidelines.

To receive all routine recruitment enquiries, dealing with them in a confident and professional manner. To keep accurate records of all enquiries and action taken.

To facilitate the recruitment process, including calling shortlisted candidates for interview and preparing the interview file. To ensure that all panel members have correct documentation. To ensure that interview selection paperwork is returned and kept on file for the appropriate period.

To maintain recruitment electronic files, bringing forward any applications for vacancies as appropriate and checking at appropriate points current status of applications.

To provide a high level of customer service to both internal and external parties, including visitors to the department.

To request references via e-mail /TRAC, NHS Jobs to be completed within 10 working days. Liaise with Recruiting Manager to update with progress of application.

To ensure that appropriate pre-employment checks are undertaken for all employees for example: professional registration details where appropriate, identity, right to work, occupational health and DBS and DBS update Service and adhere NHS guidelines. To keep databases up to date.

To contact applicants via e-mail/TRAC with a weekly update of their application status.

To assist in preparation of offer letters and contracts of employment and to have an up to date awareness of changes in Employment Law and NHS policies and procedures.

To ensure that signed contracts of employment are placed on personal files.

To advise and clarify annual leave with managers and employees.

To monitor and assist in the evaluation of the recruitment process to maintain its effectiveness, including equal opportunities monitoring. To have an up to date knowledge of the Trusts Policies and Procedures in order to deal with enquiries.

To process changes in details e.g. change forms and termination forms

for all staff. To determine revised terms and conditions following changes. To liaise with Payroll Service and adhere to strict payroll deadlines.

Input data to Electronic Staff Record as directed by ESR Manager, HR Advisers and HR Administrators.

To assist in the administration for Corporate Induction and Induction as a whole.

To perform general office duties including photocopying and electronic filing.

To check registration details with the appropriate registered body where appropriate (NMC, GMC, HPC) monthly to highlight staff whose registration is due to lapse.

To assist with the distribution of pay slips for both weekly and monthly paid staff.

To undertake any other duties commensurate with grade as requested by the HR Managers, HR Advisers or Director of Human Resources.

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#### **General Items:**

To provide short-term cover for colleagues during periods of leave.

To ensure that all Trust standards are maintained and monitored to improve the quality of care to all whom come into contact with services provided by South Warwickshire NHS Foundation Trust.

Every employee has a duty to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work, and to co-operate with the South Warwickshire NHS Foundation Trust to ensure that statutory and Trust regulations are complied with.

To participate in appraisals and personal reviews and work to achieve agreed set objectives.

To participate in appropriate training and development activities

To participate in team, professional and personal development activities and promote commitment to continuous development and improvement.

Ensure that all staff consciously review mistakes, complaints and

incidents/near misses as well as successes to improve performance and the level of customer care.

All employees will have an organisational and individual responsibility towards safeguarding vulnerable adults, young people and children. Where employees are working with children, young people and families they have a responsibility to cooperate in national safeguarding policy around early intervention activities appropriate to improving health outcomes.

As a major provider of health care, South Warwickshire NHS Foundation Trust operate a Smoke Free Policy by providing a totally smoke free environment to help aid patients' recovery, promote health and wellbeing and minimize the risks of complications attributed to smoking tobacco and second hand smoke.

Recognise the importance of adopting healthy lifestyles and be aware of health and wellbeing initiatives.

To abide by Infection Prevention and Control policies relevant to their area of work, and undertake the necessary level of training. This will be appraised through the KSF review process or other relevant professional review process.

To contribute to promoting and implementing the Trust's Carbon Management policy, in line with team and organisational objectives.

**This job description is subject to review at any time in consultation with the post holder.**