



## Role Specification

**JOB TITLE:** HR Recruitment Co-ordinator

**GRADE:** Pay Band 3

**SPECIALTY:** Recruitment

**SERVICE:** HR

**ACCOUNTABLE TO:** HR Business Partner

**ROLE SUMMARY:**

- To provide an administrative and advisory service to candidates, employees and line managers regarding recruitment and selection.
- To provide advice on basic terms and conditions of service eg annual leave, pay, policy, to candidates, employees and line managers.
- To provide an administrative service to the HR team including photocopying, scanning and ordering stock plus maintenance of HR databases.
- To work on any other projects in the HR department as requested.
- To participate in the achievement of KPI's for the HR team.

FACTOR	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS &amp; EDUCATION</b>	NVQ 3 in Business Administration or equivalent qualification or equivalent experience in an HR department.  ECDL Advanced or equivalent qualification	Certificate in Personal Practice  Commitment to development in an HR role.	Application form  Original certificates to be presented.
<b>WORK RELATED KNOWLEDGE &amp; EXPERIENCE</b>	Previous experience of working in a recruitment or HR department.  Previous experience of using an HR database.  Knowledge of equality legislation re recruitment and selection.	Competent use of ESR  Competent use of NHS Jobs 2  Ability to produce reports from HR database re recruitment activity.	Application form  Interview

	Knowledge of HR systems and procedures.	Knowledge of Agenda for Change terms and conditions of service.	
<b>SKILLS &amp; APTITUDES</b>	<p>Advanced typing skills</p> <p>Competent use of Microsoft office – eg word, excel and outlook.</p> <p>Minute taking skills for meetings and hearings.</p> <p>Customer service skills</p> <p>Ability to deal with difficult situations effectively and resolve queries effectively.</p> <p>Ability to work without supervision and within set protocols but to escalate concerns to HR Business Partner.</p> <p>Ability to plan and organise meetings and events such as recruitment activities.</p> <p>Able to participate in the development of the service regarding processes, systems and policies.</p>	Competent use of PowerPoint.	<p>Skills Assessment test</p> <p>Interview</p>
<b>CIRCUMSTANCES</b>	<p>The post will be based in Colchester; however, the post holder will be required to travel to training events, meetings or to carry out duties of role eg pre-employment checks at other locations.</p> <p>Patient contact is limited.</p> <p>Manual handling is limited to movement of office stationery.</p>		Interview
<b>SPECIALITY SPECIFIC REQUIREMENTS</b>			
<b>None required.</b>			

This role specification indicates the main functions of the post. It is not an exhaustive list of the responsibilities and tasks required for the job. There may be a requirement to undertake other duties as reasonably required to support the organisation. This may also include work outside of the post holder's normal sphere of activities, including functions not detailed within this role specification or working within another location or environment. The postholder will not be required to undertake any function for which they are not qualified or competent to perform.

The postholder must be familiar with, and adhere to, all PROVIDE policies and procedures which can be found on the Intranet.

The postholder is accountable and responsible for the implementation and adherence to;

- The Health Care Act 2006, (revision 2008)
- The Equality Act 2010
- The Care Quality Commission Essential standards of Quality and Safety 2010,
- Health and Safety legislation in relation to patient safety and maintaining a safe working environment
- Data protection act 1998 and confidentiality code of conduct

The maintenance of the standards set out within this legislation will guide staff in maintaining the quality of care and safety required within their role ‘

### **Safeguarding Children, Young People & Vulnerable Adults**

Safeguarding is a key priority of the organisation. Staff must always be alert to the possibility of harm to children, young people and vulnerable adults through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge you work from must be commensurate with your role and responsibilities. All staff must follow the Safeguarding policies and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

## **Core Competency Framework**

### **Band 3**

Band 3 staff support the work of practitioners and other staff at all levels and will be part of a team. They demonstrate an ability to carry out delegated tasks, solving straight forward problems and making some judgements with guidance and supervision available.

Provide aims to deliver high quality, professional and customer focused services. To ensure that this objective is met, it is expected that all employees carry out their roles in a courteous, compassionate and responsive manner and by the standard of their own appearance and behavior act as an ambassador for the organisation within their interactions with all our customers.

Employees are contractually obliged to undertake mandatory training in line with the organisations' agreed Mandatory Training Matrix and must ensure that the required learning is complete and refresh this learning within the timescales set out. Should staff consider they need further support to maintain the level of competence set out in this framework they have a personal responsibility to raise this with their line manager.

### **Knowledge and Skills**

- Understands the processes, techniques, equipment, terminology and basic theory relevant to the work area.
- Understands relevant legislation, policy and guidance.
- Able to carry out delegated tasks.
- Able to evaluate different approaches to task and identify which is the most useful.
- Able to take responsibility for the completion of tasks.
- Able to solve straight forward problems by integrating information from more expert sources.
- Understands when to seek guidance from more expert practitioners / colleagues.
- Is able to undertake basic maintenance of work area equipment.
- Is aware of the range of equipment and devices that can support independent living.
- Maintain accurate records.

### **Leadership and Management**

- Takes responsibility for own development and work practice.
- Understands the nature, extent and boundaries of this role and its relationship to others within and outside the organisation.
- Is able to organise the work tasks of others.
- Attends regular supervision where appropriate.
- Able to work within established procedures and protocols.

### **Innovation and Decision Making**

- Solves straight forward problems, adapts own behaviour as a result.
- Makes judgements, some of which require a comparison of options.
- Is able to offer comments/suggestions for improvements to procedures or service development.

### **Communication**

- Able to listen to, understand and follow lengthy instructions and narratives.
- Able to ask questions to understand and appreciate other perspectives.
- Able to provide and receive information which requires tact or persuasive skills or where there are barriers to understanding.
- Able to respond appropriately to queries and complaints.
- Able to speak clearly and confidently in work place situations.
- Able to write effective emails, short reports and records.
- Able to read and understand a variety of texts.
- Able to make appropriate calculations.
- Able to present results clearly and accurately.

### **Team Working**

- Able to work with others towards shared goals.

- Is respectful and open to the thoughts, opinions and contributions of others.
- Recognises and respects people's diversity, individual differences and perspectives.
- Able to share information appropriately.

**Personal Attributes**

- Acts as an ambassador for Provide and demonstrates excellent customer care at all times.
- Is able to deal with people, problems and situations with honesty and integrity.
- Takes care of own health, including hygiene and appearance.
- Meets timekeeping and attendance requirements.
- Is aware of health and safety practices and procedures and acts in accordance with these.
- Understands their own rights and responsibilities in the workplace.
- Understands and respects confidentiality
- Is accountable for own actions.
- Is willing to continuously learn and grow.
- Is able to cope with uncertainty and respond constructively to change.
- Supports other colleagues and co-workers and promotes positive relationships within team and beyond.

**Name of Job Holder:**

**Signature:**

**Date:**

**End**