

PERSON SPECIFICATION

Job Title: Recruitment Officer - Care		Post No:	Grade: Band C
Service: Human Resources		Division: Hoople Recruitment	Location: Plough Lane
All candidates will be considered on their ability to meet the	Essential criteria		Method of Assessment*
<i>Experience</i>	<ul style="list-style-type: none"> Proven effective track record of working autonomously in a recruitment or a care administration setting. Experience of screening and resourcing candidates Experience of working with web and social media in a recruitment or professional care setting 		AF / I

Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • Fully IT literate, - Word, Excel, PowerPoint, Outlook and Internet • The ability to work in partnership with recruiting managers to find the best possible candidates for their roles. • Proactive approach to all aspects of work • Excellent candidate management skills. • Attention to detail • Ability to manage several activities simultaneously in a fast paced environment • Ability to gather, input and evaluate data, and, prepare reports • Ability to communicate effectively with potential and current candidates. • Ability to successfully match potential candidates with a role specification. • Ability to drive processes forward and ensure service delivery. • Ability to deliver consistently high standards of customer service • Excellent telephone manner • Ability to work on own initiative • Ability to work to deadlines and under pressure • Excellent team worker 	AF / I
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Qualifications and Training <i>including professional qualifications</i>	Recruitment or HR qualification such as REC, CIPD or comparable experience in working within a recruitment or care administrative setting. Excellent working knowledge of employment law impacting on recruitment and associated wider processes	AF AF
<i>Other Factors e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Willingness to work outside usual office hours to attend recruitment events as required This role will involve a combination on working on site, in the office and at home (or some other remote location deemed appropriate). Hoople will provide any standard IT equipment to enable remote working. Employees are responsible for ensuring they have access to a suitable work space for days when then are not working in the office or undertaking site visits.	AF / I
Line Manager Signature: Date:		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

July 2013