



JOB DESCRIPTION

Job Title: Recruitment Advisor	Post No:	Grade: Hoople Band B
Service: Human Resources	Division: Hoople Recruitment	Location: Auxilium House, Hereford
Organisational information: Responsible to: Recruitment & DBS Manager Dimensions: The postholder will be responsible for the administration of recruitment of staff for the Hoople Care service Key relationships/Functional links with: <i>Internal:</i> HR Managers / Advisors, Hoople Resourcing staff, Hoople Managers and staff. <i>External :</i> Candidates, agencies and the Disclosure and Barring Service.		
Main Purpose of Job: To provide a high quality recruitment service for Hoople Care. Provide high quality customer service to internal and external customers ensuring the service operates smoothly and efficiently. Undertake a full recruitment process from advert to commencement of the new employee.		
Main Responsibilities The jobholder will be expected to complete the responsibilities / accountabilities effectively. • Advertise roles, application handling and carry out all pre-employment checks for new recruits • To administer identity pre-employment checks applicable legislation and best practice. • To update the Human Resources and Recruitment Systems with new employee information. • Issuing contracts and associated documentation. • Ensure information held in respect of workers and employees complies with current legislation, CQC requirements and best practice. • Ensure effective data entry regarding new starters and other related issues to enable salaries to be paid correctly and on time.		

- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:	Frequency
• To ensure that the necessary identification documentation is provided for right to work and identity and DBS	Daily
• Arrange interviews in a timely manner	Daily
• Arrange and undertake pre-screening calls for candidates as required	Daily
• Follow up regularly on pre-employment checks to ensure new starters commence as quickly as possible.	Daily
• To enter identity document details onto the online DBS system for processing	Daily
• Ensuring that all applications for a DBS check meet the eligibility requirements as described in the legal responsibility guidance issued by the DBS. This guidance relates to the legal requirements as set out in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and Police Act Regulations.	Daily
• After consultation with the manager provide effective advice, guidance and support to managers, new starters and employees in relation to procedures, policies and terms and conditions.	Daily
• To place advertisements and ensure that job advertisements in the media are composed and placed in accordance with KPI requirements in a timely and effective manner.	Daily
• Creation of new employee files using the relevant system processes	Daily
• Undertake all pre-employment checks in line with legislation and best practice, including reference checks, right to work, identity professional registration and DBS	Daily
• Develop and maintain effective communication and working relationships with all customers and colleagues, internal and external.	Daily
• Assist in ensuring the service HR files are compliant with Legislation	Daily
• Provide effective advice, guidance and support to managers and new starters	Daily
• To ensure appropriate personal continuing professional development of skills, knowledge and understanding	Ongoing
• To ensure team KPI's are met	Ongoing

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Staff are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature:
	Date:

Date Job Description last reviewed: October 2025

