

JOB DESCRIPTION

Job Information:

<u>Job Title:</u> Recruitment Officer - Care	<u>Post No</u>	<u>Grade:</u> C
	<u>Division/Section:</u> Human Resources	<u>Section:</u> Hoople Recruitment

Organisational information:

Responsible to: Resourcing Manager

Responsible for: N/A

Functional links with:

Directors, managers and colleagues across Hoople.

Main Purpose of Job:

Working with Hoople Care, building relationships in order to gain understanding of their recruitment needs and requirements.

Work strategically with Hoople Care colleagues to ensure they have the best possible chance to recruit to their vacancies.

Develop an in depth understanding of customer needs to ensure the most suitable candidates attracted
Through effective service delivery, ensuring Hoople Recruitment is recognised as a reputable and effective recruitment service

Main Responsibilities / Accountabilities:

The jobholder will be expected to complete the responsibilities / accountabilities effectively.

Attract candidates by drafting advertising copy for use in a wide range of media, as well as by networking.

Screening candidates, interviewing, and matching candidates to client requirements..

Advising managers on the best possible approach to recruitment and associated media.

Developing a relationship with agencies that can assist managers in their recruitment needs.

Liaising with recruiting managers to manage their recruitment process from start to finish

Job Activities:

- Provision of a first class personalised service to all Managers and Applicants
- Work with managers to solve recruitment challenges for skill shortage areas with innovation and creativity to ensure the clients objectives are met
- Assist managers in reviewing applications, managing interviews and short-listing candidates

Frequency

Daily

Daily

Daily

<ul style="list-style-type: none"> • Conduct an initial sift of CV's and forward to clients in respect of suitable applicants 	Daily
<ul style="list-style-type: none"> • Use jobs boards and direct contact to resource candidates for specific roles 	Daily
<ul style="list-style-type: none"> • Agreeing pay and salary rates and finalising arrangements between client and candidates 	Daily
<ul style="list-style-type: none"> • Provide effective advice, guidance and support to recruiting managers in managing and resolving resourcing related issues. 	Daily
<ul style="list-style-type: none"> • Develop and maintain effective communication and working relationships with clients, managers and prospective employees. 	Daily
<ul style="list-style-type: none"> • Ensure customer feedback is captured and fed into continuous improvement 	Ongoing
<ul style="list-style-type: none"> • To ensure records, both manual and computerised, are kept in accordance with GDPR, and destroyed in a timely manner; 	Ongoing
<ul style="list-style-type: none"> • Ensure appropriate personal continuing professional development of skills, knowledge and understanding. 	As required
<ul style="list-style-type: none"> • Develop and maintain effective communication and working relationships with managers and key contacts such as agencies. 	Ongoing
<ul style="list-style-type: none"> • Provide support in relation to pre-employment check compliance and accuracy of contractual information in a timely manner 	Ongoing
<ul style="list-style-type: none"> • Report recruitment data in terms of applicant numbers/success rates 	As required
<ul style="list-style-type: none"> • Work with Hoople Marketing to manage Social media campaigns for recruitment to Hoople Care; managing budget and spend for such campaigns 	As required
<ul style="list-style-type: none"> • Arrange attendance at recruitment events to promote Hoople Care 	As required
<ul style="list-style-type: none"> • Work in accordance with KPI's and targets in relation to new starters to the services 	Ongoing
<ul style="list-style-type: none"> • Maintaining relationships with managers by organising regular visits to their settings 	Ongoing

Note: This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Job Holder Name:	Line Manager Name:
Job Holder Signature:	Line Manager Signature:
Date:	Date:

Date Job Description last reviewed: