

Job Description

Division:	Central Functions
Job Title:	Recruitment Officer
Band:	Band 3
Location:	HR / Recruitment Department (Royal Stoke University Hospital)
Hours of Duty:	37.5 hours per week
Managerially accountable to:	Recruitment Manager
Professionally accountable to:	Human Resources Team HR Advisor Medical Personnel Medical Staff Divisional Staff Outside Agencies and visitors Payroll Department Department of Nursing

Role Summary

To provide an effective recruitment administration service to identified divisions and to support the Senior Recruitment / HR Staff within agreed quality standards. To work closely with the other Recruitment Assistants to ensure an effective and efficient service is provided. To provide cover in the absence of other Recruitment Assistants.

Main Duties And Responsibilities

General

Contribute to ensure work is produced to agreed standards through planning, co-ordinating and agreeing work with other Recruitment Assistants, maintaining work flow in the team. Monitoring and controlling the achievement of agreed targets and by working flexibly within the team to cover all work.

- Work flexibly in the team, creating, developing and maintaining effective working relationships with other staff and external contacts.
- Develop and utilise manual and computerised storage systems to meet the needs of the service.
- Research and supply information as requested.
- Initiate and respond to correspondence.
- Produce documentation from written material, presented in a variety of formats, integrating data from different software packages and formats.

2. Job Specific Duties

- To provide an efficient, good quality administration service and assistance to divisions with regard to recruitment staffing.
- To provide the administration of the recruitment and selection procedure.

- Placement of advertisements and arranging interview/ appointments panels.
- To prepare administration for all new starters, ensuring that all relevant documentation is recorded. Equipping them with all necessary information/policies that they require to carry out their employment with the trust.
- To prepare Criminal Records Bureau checks and ensure all successful applicants arrange for forms to be sent to us.
- To complete relevant paperwork for substantive and fix term contract staff, e.g. ESR forms, employment paperwork and checks.
- Maintain personnel files by providing an efficient and up to date filing system of correspondence and documentation for all new recruits.
- Check the appropriate registration as part of the pre-employment checks.
- Respond to pay and general queries, together with any problems new recruits may be experiencing in connection with their employment, involving Senior Recruitment / HR staff if required.
- To establish and maintain a good working relationship with your Divisions.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.

Together



- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them

Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is

Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Health and Safety

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

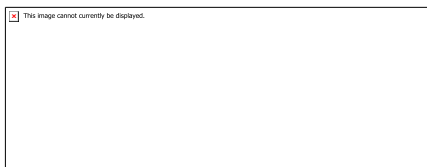
Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): ‘*Our 2020 Vision: Our Sustainable Future*’ with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust’s environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust’s business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Job Title

Person Specification

Requirements	Essential	Method of Testing Application form Certificates Test Presentation Interview Assessment Centre	Desirable	Method of Testing Application form Certificates Test Presentation Interview Assessment Centre
Education and qualifications	NVQ3 or RSA III or equivalent qualification OR Good standard of education with basic literacy and numeracy skills (e.g. 5 GCSEs at A-C including Maths and English or equivalent qualification) plus relevant experience equivalent to NVQ3 or RSA III.	A/C A/C	ECDL or any further office/admin/computer skills training or qualification CPP / NVQ in Personnel (or equivalent) or willing to train	A/C A/C
Experience How long is the induction required for the job? What practical or further theoretical	Previous experience of recruitment or dealing with personnel files Excellent verbal and written communication skills including a professional telephone manner. Providing a customer focused service	A/I A/I A/I	Previous NHS experience Basic understanding of terms and conditions of employment and pre-employment checks Demonstration of own personal continuous learning and development	A A/I A/I/C

training is required? (Note: try not to use *** years' experience unless necessary)	Ability and experience of using initiative to solve problems			
	Ability to work on own and to prioritise and organise work to provide an effective quality service	I		
	Ability to follow instructions and procedures and recognise the importance of these within the organisation, HR and own job role	I		
	Evidence of proactive attitude (identify areas for improvement, raising and addressing issues as soon as they arise)	A/I		
	Time management skills with a proven ability/ track record of working to tight deadlines	I		
	High level of organisation skills	A/I		
	Skills and experience of working in a team	A/I		
	Experienced computer operator, good keyboard skills showing accuracy	A/I/C		
	Good interpersonal skills	A/I		
	Experience of maintaining and improving office systems and procedures	I		
Attention to detail in work produced and carried out	I			

	<p>Clear understanding of the need for confidentiality in the job role</p> <p>Two years experience in providing an administration service and following procedures</p> <p>Ability to cope in a busy office environment and under pressure</p> <p>Experience and skills in using word, excel, power point, Microsoft outlook</p>	<p>A/I</p> <p>A</p> <p>I</p> <p>A/I/C</p>		
<p>Skills, Ability & Knowledge</p>				
<p>Personal Qualities</p>				