

JOB DESCRIPTION

‘Happy to talk about Flexible Working’

Job Title:	Recruitment Administrator
Department:	People Team
Hospice Band:	H
Reports to:	People Team Manager
Responsible for:	N/A

Job Purpose

Supporting the Hospice and wider People Team with high standard administration such as recruitment, onboarding, induction scheduling, offer letters, pre-employment checks, processing contractual changes on the HR/Payroll system, notifying our people of amendments to terms and conditions.

Main Duties and Responsibilities

Recruitment

- Placing advertisements on a variety of job boards including the hospice website, LinkedIn, NHS jobs and specialist websites
- Sifting and shortlisting of candidates
- Conducting telephone screening
- Scheduling interviews
- Managing communications with applicants

On-boarding

- Administer terms and conditions for new starters as part of the on-boarding process
- Ensure new starters complete documentation required as part of the on-boarding process
- Ensure all pre-employment checks are completed in line with employment legislation, CQC requirements and Hospice policies and procedures, whilst proactively liaising with the appropriate agencies as required
- Ensure all necessary documentation is in place for new recruits engaged via an Honorary contract
- Maintain data in the CONNECT system to ensure it meets reporting and GDPR requirements
- Lead on volunteer onboarding process

CONNECT

- Ensure new users have access to Employee Self Service (ESS), and People Manager if appropriate
- Process contractual changes on to CONNECT, ensuring the change meets the Hospice terms and conditions package
- Process new recruits through the new starter transfer process
- Ensure terms and conditions are updated where required
- Support the People Team Manager to support and train end users

- Support line managers with inputting sickness absence for direct reports on Manager Self Service

HR Administration

- Manage recruitment, volunteer and employee documentation in line with GDPR requirements and the HR Data Retention schedule
- Filing return to work/self-certification paperwork, liaising with Payroll, returning sick notes to individuals and cross referencing with information on CONNECT
- Manage the online system for BHSF Cash Plans
- Support the administration and organisation of the Hospice induction day
- Support People Partners with scheduling of meetings, drafting invite letters
- Ensure hospice noticeboards are maintained with current content

Volunteering

- Lead on the recruitment of volunteers, using the CONNECT system to advertise roles and process applications
- Ensure newly recruited volunteers complete necessary documentation as part of their on-boarding process
- Ensure all pre-volunteering checks are completed, including supporting with Fit and Proper Person checks for Trustees as necessary

General Duties

Confidentiality

- All employees are required to uphold the confidentiality of all information records in whatever format, encountered in the course of employment and after it.
- All employees are bound by the requirements of the General Data Protection Regulations when, in the course of their employment, they deal with information records relating to individuals

Equality and Diversity

- The Hospice is committed to promoting an environment that values diversity. All staff are responsible for ensuring that they treat individuals equally and fairly and do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation. The Hospice expects all staff to behave in a way that recognises and respects diversity in line with the appropriate standards.

Health and Safety

- All employees have a responsibility under the terms of the Health and Safety at Work Act 1974 to protect and promote their own health and that of others in the workplace
- All employees must comply with all Hospice Health and Safety Procedures

Infection Control

- The prevention and control of infection is the responsibility of everyone who is employed by the Hospice. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Information Governance

- All employees are responsible for ensuring they undertake any training relating to information governance, read the Hospice's policies, procedures and guidance documents relating to information governance, and understanding how this affects them in their role.

Professional Development

- All employees must participate in an annual appraisal and develop a personal development plan with their Line Manager
- All employees are responsible for maintaining their statutory and mandatory training.

Safeguarding Children, Young People and Vulnerable Adults

- The Hospice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All employees and volunteers are therefore expected to behave in such a way that supports this commitment.

Pandemic or major incident

- In the event of a pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the Hospice. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

The job description is not exhaustive and may be amended following appropriate consultation in the light of business needs

PERSON SPECIFICATION

Job Title:	Recruitment Administrator
Department:	People Team
Band:	H

Requirements	Essential	Desirable	How identified
Education and Qualifications	Level 2 Maths and English	NVQ Level 2 or 3 in Business Administration or equivalent experience	A
Knowledge and Experience	- Experience of working within a HR department - Considerable experience of using HR information systems - Demonstrable working knowledge of GDPR principles in relation to HR data and confidentiality	- Experience of using itrent HR system packages - Experience of using SAP Business Objects software	A/I A/I A/I
Personal skills and attributes	- Excellent administrative skills - A team player - Ability to prioritise and manage a demanding workload whilst still meeting deadlines - Passion to provide a good applicant experience through on-boarding that strengthens employer brand - Excellent verbal communication skills - Highly proficient in Microsoft packages such as Word, Excel and Outlook - High level of accuracy and attention to detail with the completion of tasks - Has personal resilience and emotional intelligence to deal with occasional exposure to the emotional situations of our patients, families and carers before and after bereavement.		A/I/T I I I A/I A/I/T A/I/T I

	• Willingness to participate in training and updates		I
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A= Application form

I=Interview

T=Test

C=Certificate