**Job title:** Recruitment Project Manager

**Responsible to:** Head of Resourcing

**Accountable to:** HR Director

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

To be responsible for developing and leading the implementation for the Care UK Onboarding platform and other related online experiences.

To ensure project timescales are met and delivered on time, to budget and assure the required quality standards.

To risk assess and manage any technical issues or changes required for project success.

To manage relationships with a wide range of stakeholders.

### Key Responsibilities

* Manage and lead the implementation of an existing Onboarding solution into Care UK homes and provide direction and support where necessary
* Manage co-ordination of the partners and working groups engaged in the project work
* Build strong relationships with key stakeholders to embed suggested processes and effective use of the platform
* Continue to develop and maintain a detailed project plan and facilitate the definition of project scope, goals and deliverables
* Work with the dedicated marketing support agency and in house resource on designing effective content for the platform
* Update and maintain the platform
* Support the business where needed in the use of the communication tool for internal communications
* Manage and track project deliverables in line with the project plan, using appropriate tools
* Record and manage issues and escalate where necessary
* Resolve cross functional issues at project level
* Manage the project scope and change control and escalate issues where necessary
* Monitor progress and performance against the planned and scheduled project timelines
* Implement and manage project changes and interventions to achieve project outputs
* Provide regular and accurate status reports to key stakeholders on project plan and all key metrics
* Manage a budget for each new home content creation
* Deliver training to users of the platform and oversee training delivered by Business Administrators providing guidance where needed
* Manage the relationship with ATS provider in relation to existing integration related to the project identifying any needs for change or enhancement
* Present to various stakeholders introductions and updates around the project
* Maintain consistent and effective communication to all project stakeholders

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

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| --- |
| **Name of postholder** |
| **Signature**  |
| **Date** |

##### Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications |   | * Qualification in project management or equivalent
* CIPD or REC qualification
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| Experience | * Experience in managing risks and working to tight deadlines
* Experience in managing a varied workload and being able to prioritise effectively
* Experience in stakeholder relationship management
* Knowledge and understanding of recruitment best practice and candidate experience
* Ability to work to tight deadlines and manage own time
* Experience building relationships and team collaboration across a wide range of stakeholders to deliver change
 | * Experience in recruitment and onboarding of new candidates
* Experience managing project and system implementations
* Experience of implementing and managing integrations
* Experience in change management
* Experience in developing and maintaining ATS systems
* Experience in building and presenting business cases
* Knowledge of the recruitment related technology market
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| **Technical Skills** | * Good IT skills particularly Excel and PowerPoint
* Strong negotiation and influencing skills
* Outstanding organisational skills
* Critical thinking and problem solving skills with ability to make decisions and follow approval processes
* Excellent attention to detail
* Ability to record accurately and track progress
* Ability to identify errors and resolve effectively
 | * Proficient in project management software
* Understanding of integrations
* Ability to make recommendations for improvements to recruitment related systems and ways of working
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| **Personal Qualities** | * Self-motivated, flexible and enthusiastic approach to work
* Works collaboratively with others sharing ideas and information at all times
* Excellent written & verbal communication and attention to detail
* Effectively builds trust with a consistent approach between actions and words
* Has the ability to raise standards through innovation and new ideas
* Will take responsibility for issues and resolve them
* Adaptable, with the ability to work under pressure
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