**Job title:** Recruitment Administrator

**Responsible to:**  Compliance Manager

**Accountable to:** Head of Resourcing

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Job Summary

To take ownership of managing the post offer administration process for each candidate offered a role within your business area, to ensure candidate personnel files are fully compliant by the time the candidate is due to commence employment and to raise awareness of any concerns or issues when necessary in a timely manner. To ensure the candidate experience is a positive one and the process is managed efficiently, in line with agreed SLA’s and in line with Care UK values.

### Key Responsibilities

* Create contracts of employment ensuring 100% accuracy
* Check Right to Work and DBS documentation prior to contract being issued
* To apply and obtain satisfactory references and chase through as and when required
* To research candidate history online for due diligence purposes through Google
* Ensure the recruitment is fully compliant prior to the candidate commencing employment
* Raise any potential risks regarding recruitment to your Manager as soon as they arise
* Be able to discuss your case-load with your Manager at any given time
* To be aware and support the process on on-boarding of candidates if required
* To update and maintain recruitment spreadsheets/trackers used to monitor recruitment progress

### 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

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

##### Person specification

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications |  |  |
| Experience | * Experience working within a post offer role within an agency or in house recruitment team * Understanding of right to work and DBS processing * Experience working in a fast paced environment | * Experience of working in an in-house post offer role * Experience using an ATS |
| **Technical Skills** | * Competent with Microsoft Office packages * Excellent communication skills both written and verbal | * An understanding of visa requirements for foreign national employees * A basic understanding of employment law |
| **Personal Qualities** | * Ability to interact with individuals at all levels and demonstrate the highest degree of integrity in handling sensitive and confidential information * Attention to detail and passion for providing great service * Ability to show initiative * Shares ideas with others * Keen to learn and improve own performance * Committed to communicate with customers to understand their needs * Will go the extra mile to help fulfil customers needs * Has a ‘can-do’ approach to work * Enjoys working effectively as part of a team |  |