

Job Description

Job Title	Recruitment Advisor
Department	Human Resources Department
Salary	£33,898 - £35,978 per annum
Reports To	Recruitment Manager
Location	East Ham Campus

Our Vision

Mission statement

The mission of the College is to develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers.

College values



Ambitious – *We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.*



Successful – *We build resilience and determination to achieve great results, celebrating individual and collective success.*



Professional – *We foster high levels of professional standards, with an emphasis on integrity and accountability.*



Innovative – *We strive to be at the forefront of innovation for education, skills and employment.*



Respectful – *We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.*



Engaging – *We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.*

Job Purpose

Reporting to the Recruitment Manager, the post holder will provide strong customer focus and support with the co-ordination of the recruitment and selection including effective recruitment, onboarding, and induction. The role is responsible for producing and maintain all HR paperwork / systems that underpins our policies and procedures including processing timely starter information and assisting with correspondence that underpins all other HR policies / procedures.

Key Duties and Responsibilities

Core job duties

- To support the College's recruitment function working collaboratively with hiring managers and members of the HR team.
- Alongside the Recruitment Manager be the first point of contact for recruitment queries and requests, liaising with internal and external providers.
- To coordinate recruitment activities such as posting job adverts using our preferred suppliers, our website, and the College's social media platform.
- To ensure that short-listing packs and correspondence associated with recruitment and selection are prepared as required, for example interview invitations, reject letters, reference requests and offer letters etc., delegating to administrative staff as appropriate.
- To progress offers of employment including the completion of pre-employment checks, safer recruitment checks and issue contracts of employment as required as part of the onboarding process.
- To ensure that accurate information relating to new starters is entered onto the HR system and that the Payroll Section is notified by the required deadline.
- To maintain HR manual and computerised records, ensuring that files are up to date so that enquiries can be dealt with promptly.
- Ensure all current and archived paper based and electronic HR files and records, including individual staff files, are maintained, and kept in a well organised system.
- To ensure all recruitment paperwork is completed correctly and in line with GDPR requirements and filed in an efficient and professional manner.
- To work closely with the HR and Payroll colleagues to ensure a seamless experience for new starters.

Additional requirements

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade, and responsibilities of the post.
- Ensure continuous professional development (CPD) requirements as specified by the College and that may be identified during college processes, for example Appraisal.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities, and inclusion policies of the College.
- To read, understand and apply the College Safeguarding Procedures and ensuring the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out, especially regarding the employment and management of staff.
- Undertake all duties with due regard to the provisions of Health and Safety regulations and legislation, Data Protection/GDPR, the College's Equal Opportunities policy and Use of ICT policy.
- To support College initiatives and aspirations to achieve net zero carbon emissions.

In return we offer:

- Generous Pension Scheme to Academic (Teacher Pension Scheme) and Business Support (LGPS)
- Birthday leave – over and above the generous annual leave
- Employee Assistance Program – via Vita Health, which offers various support including Money, Work, Retirement, Health and Wellbeing, Emotional Support, Management Support, Legal and Your Rights
- Occupational Health Assistance
- 4 x designated staff development days annually.
- Fully and part funded CPD and training
- Cycle to work scheme provided by Cycle scheme.
- Family Friendly Policies
- Eye test fee for employees who use VDU.

- Targeted and themed wellbeing initiatives throughout the year
- Gym onsite
- On site Canteen and Coffee Shop on each site.

Person Specification

The following qualities are all essential / Desirable to the requirements of the post. The College will, therefore, be seeking evidence of these in the selection process, which will include application form, assessment, interview(s) and references. The College is seeking to appoint highly skilled, dynamic, flexible, and committed people with the potential to help us realise our mission and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas to make an appointment.

Education Qualifications	Essential/Desirable
Have a minimum of Grade C in English and Maths GCSE level (Level 2) or equivalent	Essential
CIPD Qualification	Desirable
Provide evidence of continuous professional	Desirable
Knowledge & Experience	
Significant experience in further education recruitment, managing end to end recruitment processes	Essential
Supporting high volume recruitment	Essential
Developing, implementing and monitoring systems and processes to support the delivery of an effective and efficient service	Essential
Advising managers and applicants on all stages of the recruitment process	Essential
Experience of using IT office systems including e-recruitment systems such as i-Trent	Essential
Shortlisting, managing assessments and Interviewing	Essential
Maintaining administrative systems and procedures to improve a service or demonstrate an understanding of this	Essential
Working within a recruitment environment and experience of sourcing candidates	Essential
Working on own initiative	Essential
Knowledge and Skills	
Understanding and ability to advise on recruitment procedures and practices and related employment legislation	Essential
Ability to communicate and advise hiring managers on all stages of the recruitment process	Essential
Ability to advise managers on complicated recruitment issues	Essential
Excellent interpersonal, written and oral communication skills	Essential
Ability to give constructive feedback to applicants (Essential	Essential

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Identify, plan and prioritise own work and meet deadlines	Essential
Understanding of Newham college of further education and how work- force plan/recruitment activity contributes to the organisation performance	Essential
Excellent organisational skills	Essential
Excellent interpersonal skills to deal tactfully with a range of clients	Essential
Ability to work quickly and accurately under pressure	Essential
Ability to work flexibly as a member of the team	Essential
Ability to prioritise work to deadlines	Essential
Forward thinking approach to systems and methodology	Essential
Other	
Professional manner, with the ability to deal with confidential and sensitive issues and information appropriately.	
Consistently high attention to detail and quality of work	
Equally able to work autonomously using own initiative to achieve objectives as well as work as part of the recruitment team to meet team objectives	
Take responsibility for own work.	
Ability to keep calm when faced with emotive situations either face to face or on the telephone	
Ability to adapt to ever changing working environment daily.	

This post is subject to satisfactory references, enhanced DBS check (Disclosure and Barring Service) and health checks and presentation of original qualification certificates.