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a safe place to
call home.

Company Limited by Guarantee number 1741926
Charity Number 287779
Registered in England as Single Homeless Project



Single
Homeless
Project

Job title: Recruitment/HR Administrator
Delegated Authority: Level 7
Team: HR and Organisational Development
Responsible to: Recruitment Manager
Responsible for: N/A

Job purpose



As a Recruitment/HR Administrator, you will be joining a small dedicated Recruitment team providing an effective and efficient recruitment service to meet the organisation's resourcing and staffing needs. You will be the first point of contact for internal and external enquiries and requests to the team; providing a high level of customer service throughout the recruitment cycle.

You will also be responsible for carrying out the administrative tasks for the recruitment and on-boarding of new staff and ensuring that our recruitment processes, continue to adhere to best practice, equality, fairness and relevant employment legislation. You will also be involved in the wider HR team's Projects on EDI and organisational changes, this will include designing and delivering training to hiring managers and wider SHP staff.

As an integral part of the HROD team you will have the opportunity to welcome new starters into the organisation with a positive attitude and insight into a flourishing career at SHP.

Key accountabilities

- Provide a customer-focused service to applicants and hiring managers throughout the Recruitment process. Responding promptly to queries and requests received through telephone calls or emails via the Recruitment inbox.
- Use the online recruitment and candidate management ATS to process and publish job requisition forms, upload adverts, support hiring managers to shortlist applications, providing guidance/written guidelines and training where necessary. Arrange interviews, preparing interview schedules and providing support by facilitating interviews. (E.g. issuing candidates with assessment exercises and interview questions.)
- To produce offer letters and draft accurate contracts of employment to issue successful candidates with the supporting paperwork. Carry out pre-employment checks - obtaining Right to Work documents and processing DBS checks, references, health questionnaires etc., ensuring that the employment checks process is completed timely and efficiently.
- Input data onto the HR database for all new starters, accurately and in a timely fashion for Payroll processing and other HR related requirements.
- To aid the Locum & Agency team with liaising with Agencies, Agency workers and SHP Managers, to coordinate the transfer of agency staff to SHP's Locum bank/permanent employment with SHP.
- Create and update electronic recruitment and personnel files, inputting data accurately onto HR information systems (e.g. new starter and internal mover's details, on-boarding /new starter documents or sensitive personal information), ensuring that

all documentation is filed in accordance with departmental standards and data protection (GDPR).

- Maintain confidentiality and professionalism at all times when dealing with information relating to individual members of staff and candidates.
- To ensure staff compliance with SHP's organisational processes and procedures and support in the implementation of agreed policies and procedures throughout the organisation.
- To ensure that you comply with Equality and Diversity, Recruitment Data Protection and Health & Safety policies and legislation, as communicated by SHP through the intranet, contract of employment and training.
- To create inclusive working environments and cultures to enable colleagues and clients to feel safe and empowered to achieve their full potential.
- SHP is at discretion to amend your responsibilities and, in addition to these, you may be required to perform other duties as may be required for the efficient running of the organisation.

Technical and professional know-how needed for position

When completing your application, you will be required to address (using examples) some of the points below

Experience and Knowledge

- Demonstrable experience of working in a busy office environment within HR and or recruitment.
- Experience of working with and maintaining HR and Recruitment systems, including but not limited to ATS (applicant tracking system), payroll, HR and DBS services.
- A strong understanding of the key administrative tasks carried out within a recruitment process.
- Strong understanding of the legal requirements of the recruitment process and HR department.

Skills and Abilities

- A pro-active approach and ability to work using own initiative.
- Able to understand and follow written policies and procedures, maintain confidentiality and securely protect data.
- Demonstrate an attention to detail with the ability to process and update information accurately.
- Strong time management skills, able to effectively manage workload, multiple priorities and meet tight deadlines.
- Able to use MS Office package (particularly Word, Excel and Outlook) at an intermediate level.
- Strong interpersonal and communication skills – able to communicate effectively verbally and in writing with a variety of people from candidates to hiring managers etc.
- Ability to work effectively as part of a team and build good working relationships at all levels.