

Royal Hospital for Neuro-disability

Job Description

Job title:	Resourcing Advisor
Department:	People & Culture
Salary grade:	£34,755 per annum
Responsible to:	HR Business Partner – Resourcing & Retention
Responsible for:	N/A

Scope

The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

As part of the People & Culture team, the Resourcing team are responsible for providing a specialist resourcing service to Hiring Managers, focusing on attracting, selecting and onboarding candidates into the RHN, whilst ensuring an excellent candidate experience from application to induction.

The Resourcing Advisor will support the Resourcing team in providing a professional and proactive recruitment service that meets Hiring Managers expectations and plays a key role in the day-to-day coordination of the resourcing service. The role will undertake general administration tasks required to provide an effective and seamless service between Hiring Managers, Recruitment, and People Operations.

Main Objectives of the role

1. Provide a proactive and forward-thinking end-to-end resourcing service to the RHN's Hiring Managers and internal and external candidates
2. Provide a full range of administration support for Resourcing related matters including posting job adverts, screening applications, scheduling interviews and making job offers
3. Ensure Recruitment Systems are used to full functionality
4. Report and analyse resourcing data to share with the People and Culture team and key stakeholders to identify trends and identify improved resourcing processes
5. Actively contribute towards the delivery of the People Strategy

Key Responsibilities

1. Be a front-facing member of the Resourcing team, proactively assisting with enquiries from Hiring Managers

2. Provide a full range of Recruitment support including; posting job adverts on relevant job boards and social media, screening applications, scheduling interviews and making job offers to successful candidates
3. Carrying out the RHN's Pre-Employment Checks process, ensuring checks are processed and chased efficiently and escalating, where necessary, any pre-employment check concerns or delays
4. Coordinate high-volume recruitment campaigns from conception to interview stage
5. Create and manage job requisitions, positions, and job postings within the Workday Recruiting system
6. Offer a creative approach to attract talent to the RHN by writing engaging job advertisements and content for use on RHN's website, job boards and social media
7. Provide Resourcing advice and guidance to Hiring Managers in line with recruitment best practice and employment legislation
8. Ensure new starters files are compliant in line with internal and external regulators and internal RHN policies
9. Maintain and update Workday Recruiting, supporting Hiring Managers as required
10. Assisting with Resourcing external open days, and careers events
11. Supporting the Senior Resourcing Advisor at internal RHN conferences and seminars to promote careers at the RHN
12. Scheduling exit interviews with leavers in a timely manner, escalating any concerns raised to the Resourcing Business Partner and providing data to senior members of the People and Culture Team
13. Support, where necessary in assigning Certificates of Sponsorships via the Sponsorship Management System as instructed by the Resourcing Business Partner
14. Monitor the Recruitment mailbox and responding to and directing enquiries promptly
15. Participating on interview panels as and when required
16. Provide support on ad-hoc Recruitment projects as instructed by the Resourcing Business Partner.

Person specification: Essential (E) and Desirable (D)

1. Educated to GCSE level or equivalent (E)
2. CIPD qualification or Recruitment qualification (D)
3. Previous experience of working within a Recruitment Team, either in-house or agency (E)
4. Previous experience of working in a front-facing, customer focussed recruitment role (E)
5. Experience of managing end-to-end recruitment processes (E)
6. Experience of recruitment systems and onboarding platforms (E)

7. Experience of using different direct sourcing methods, including job boards and social media, to attract candidates (E)
8. Experience of Workday Recruiting (D)
9. Confident to advise Hiring Managers on recruitment processes and policies (E)
10. Up-to-date knowledge of employment law relevant to Recruitment (E)
11. Understanding of recruitment compliance checks in a healthcare setting (E)
12. Confident user of the Microsoft Office Suite (E)
13. Excellent attention to detail (E)
14. Excellent written and verbal communication skills (E)
15. Excellent customer service skills (E)
16. Organised, efficient and flexible working style (E)
17. Ability to support others and work as part of a team (E)
18. Understanding of confidentiality in an HR setting (E)
19. Experience of working in a hospital or the care sector (D)

Our values

Seeing the whole person

Understanding who our patients and residents are and what their specific needs involve. Taking an interest in everyone at the RHN – staff, patients, residents and their families – seeing the whole person, with interests, hobbies and commitments. Providing high quality customer service, developing ongoing relationships and caring for patients as individuals.

Treating people as individuals, meeting and exceeding their expectations and treating them with respect, dignity and consideration. It is about providing an exceptional patient/customer experience.

Delivery on promises

Doing what we say we will do. Working together to deliver the best possible service for patients, carers and key stakeholders. Taking personal responsibility, being pioneering and sharing knowledge, ensuring clarity, compassion and respect.

Willingness to learn

Giving staff and volunteers the time, support and opportunities to develop both themselves and their roles. Developing new skills, knowledge and technologies, and taking the time to reflect on successes and setbacks.

Demonstrating a commitment to continuous professional and personal development and a flexible approach to working. Being aware of what is over the horizon,

anticipating opportunities and having the vision to look forward. Accepting the need for change and developing a culture of continuous learning and improvement.

Honesty and integrity

Acting as a role model and setting an example that motivates and inspires others. Providing a clear direction that recognises and utilises the strengths of our people. Working with a positive attitude, being friendly, open and honest in interactions with others. When mistakes happen, talking honestly and openly about them, to make sure that they don't happen again.

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the postholder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date: