The Chesterfield College Group

JOB DESCRIPTION

POST TITLE:	Recruitment Consultant
GRADE:	Harmonised Salary Scale Point 17
RESPONSIBLE TO:	Apprentice Recruitment Manager
RESPONSIBLE FOR:	To provide effective advice and guidance to potential learners, assessing suitability and eligibility for commencement of apprenticeship and class based programmes. Develop and maintain relationships with employers, candidates and other key referral agencies to ensure positive outcomes for all.
DIRECTORATE:	Student Experience and Wellbeing
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year

PURPOSE OF THE POST

The post holder will:

1. Monitor applications to apprenticeship vacancies and carry out effective pre-registration and screening of candidates.

2. To carry out effective advice and guidance and conduct candidate interviews to match employers' workforce needs identified within apprenticeship job descriptions.

3. Quickly understand information regarding prospective apprentices' needs and provide professional and accurate advice to potential candidates.

4. Provide account management as the key partner to employers providing outstanding levels of communication and support.

DUTIES AND RESPONSIBILITIES

1. Be fully conversant with funding methodology relating to advice and guidance and apprenticeship recruitment.

2. Provide employers and candidates with high quality information, advice and guidance.

3. Recruit high quality candidates to apprenticeship opportunities, ensuring a close match and fit between candidates' abilities and employer's workforce needs.

4. Support candidates to develop their interview and employability skills.

5. Carry out effective interviews with candidates to assess suitability against course entry requirements and role pre-requisites.

6. Schedule interviews with employers on behalf of suitable candidates.

7. To proactively review the talent pool and market candidates to employers.

8. To maintain and update candidate records.

9. Maintain an up-to-date knowledge of relevant apprenticeships, qualifications and courses offered by the Chesterfield College Group.

10. Develop highly effective links with employers and work closely with the business development team to ensure commitments to provide apprenticeships and training are fulfilled.

11. Achieve and deliver challenging recruitment targets.

12. Attend recruitment events, seminars, exhibitions and other promotional events.

13. To plan key aspects of own workload on own initiative.

14. Have a positive and professional approach to work and employer relationships.

15. Undertake detailed checks on employers to ensure they meet criteria for safe and supportive learning and working environments.

16. Be flexible in approach to work and adjust working patterns to suit business needs.

GENERAL

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

2. To take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.

3. To promote a positive image of the College and the work that is carried out across its various services.

4. To comply with all legislative and regulatory requirements.

5. To apply the College's own Safeguarding Policy and practices and attend training as requested.

6. To show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with, and promote, the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.

7. To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

The Chesterfield College Group

Person Specification

Post:	Recruitment Consultant	Directorate:	Learning Unlimited

Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
GCSE Maths and English grade C or above.	E	A
Experience:		
Working effectively as part of a team demonstrating exceptional written and verbal communication skills.	E	A / I
Experience of working in a changing environment requiring a flexible and responsive approach.	E	A / I
Planning own work and meet demanding deadlines.	E	A / I
Keep up-to-date with relevant funding, government and quality developments and requirements.	E	A / I
Experience of recruitment and achieving targets	E	A / I
Skills / Knowledge:		
Highly numerate with an eye for detail and ability to identify areas for improvement.	E	A / I
Excellent communication skills	E	A / I
Excellent standard of written communication.	E	A / I
Excellent interpersonal skills.	E	A / I
Effective organisational skills.	E	A / I
Ability to solve problems and use initiative.	E	A / I
Preparing candidate CV's and profiles	D	A / I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace.	E	A / I
Full commitment to Equal Opportunities and anti-discriminatory working practices.	E	A / I
Willingness to undertake additional training.	E	A / I
Ability to keep matters confidential.	E	A / I
Interest to participate in projects, improvements and developmental work.	E	A / I

E = Essential **D = Desirable** **A = Application** **I = Interview** **T = Test**

Produced by:	L Shortt	Date Produced:	June 2020