

Post Title: HR Officer – Recruitment & Wellbeing (MAT)

Grade: 21-25 £22638 pa to £25462 pa

Team: Human Resources

Line Manager: HR Business Partner

Hours per week: 37

Location: Nuneaton

JOB PURPOSE

The HR Officer will work as part of a team to deliver a pro-active, responsive and business focused casual, temporary and permanent resourcing service throughout the Trust, driving continuous improvement, best practice and helping to enable the provision of high quality, effective and safe services throughout the organisation.

To develop staff engagement and build the employer brand offer by growing and maintaining a portfolio of initiatives including health and wellbeing incentives and education and employee benefits/rewards.

KEY CONTACTS AND RELATIONSHIPS

Internally:

- HR colleagues
- Line managers and team leaders
- Finance and Payroll team
- Staff

Externally:

- SfP contacts
- Recruitment partners
- Auditors
- Contacts within MAT

MAIN DUTIES AND RESPONSIBILITIES

Provide comprehensive administrative support in relation to the end-to-end casual, temporary and permanent recruitment processes, working closely with, and supporting, the Managers, HR Business Partners and HR Advisors within the service areas in order to deliver the required calibre of candidates into role by agreed deadlines.

Acting as the lead administrator for the recruitment process, administering the recruitment and on boarding process as well as developing and maintaining a talent resource pool by growing and managing a resource information system.

Manage and oversee the processes relating to managers booking agency cover, liaising with payroll/finance where necessary.

Take responsibility for dealing with all enquiries and correspondence relating to the resourcing function, recording, retrieving and presenting information and ensuring that all tasks are

completed in a customer focused, timely and accurate way.

Contribute to the development of our employer brand and help to identify and implement creative strategies to maximise candidate attraction for all types of workers.

Support, as required with the delivery of training to managers on recruitment and selection and associated systems/processes

To ensure selection processes are rigorous, and that line managers engaged with recruitment procedures are appropriately trained, and supported; to ensure sound records from interviews are made and that recruitment decisions can be shown to be fair, justified and consistent

To oversee processes for advertising posts in a cost conscious but effective way; to work with identified core agencies and preferred suppliers for recruitment activity and negotiate cost effective terms for the benefit of the MAT.

To ensure literacy, numeracy and IT skills are assessed for all new starters, and that staff development requirements are integrated into induction and probationary plans

Establish systems and manage fixed term contracts for the organisation ensuring that staff have appropriate contracts of employment and any termination of contracts are managed in accordance with appropriate legislation and with authorisation from the HR Business Partner.

Develop and maintain a portfolio of recruitment documents, including Job Descriptions, template adverts, offer letters that are fit for purpose and meet the requirements of the Trust.

To work closely with the Finance team to maintain knowledge of establishment

To provide reports showing levels of current recruitment activity to HR Advisors and HR Business Partners as required.

To oversee the on-boarding and induction of new staff, providing advice and guidance on recruitment vehicles and salary levels

Help to maintain and further develop the resourcing processes and systems including Intranet pages and content of our careers pages on the website.

Assist as required with recruitment events and other careers fairs and open day events to network and support candidate attraction

To develop the Staff Health and Wellbeing initiatives across the organisation, contributing and implementing business focussed procedures and arrange, promoting and coordinating wellbeing events.

To develop and maintain the Health, and Wellbeing area on the intranet to ensure corporate guidance, templates and procedures are available to all managers and staff.

To prepare and maintain the Trust's Health and Wellbeing communications plan through the use of various platforms, including the delivery of intranet news items, promotions, targeted seminars, "action" weeks and other events as necessary.

To undertake any other duties commensurate with the grading of the post and within the spirit of the job description

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signature: NM	Date: March 2021
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Person Specification:

The successful candidate is likely to be able to demonstrate the following:-

Requirements	Essential (E) or Desirable (D) Requirements	Measured By: a) Application form b) Test/Exercise c) Interview d) Presentation
Qualifications (including membership of professional bodies)		
Certificate in Personnel Practice, or a willingness to work towards this within the first 12 months of appointment.	E	A and C
Literacy and Numeracy qualifications to at least Level 2 or equivalent.	E	A and B
Level 3 in Administration and/or Customer Service, or the ability to evidence excellent customer service and relationship management skills through prior experience.	E	A and C
Experience		
Experience of working within a HR administrative role	E	A and C
Evidence of experience working with IT systems.	E	A and C
Experience of full recruitment cycle	E	A and C
Project delivery experience	D	A and C
Experience of coordinating and contributing to HR initiatives including, health and wellbeing, talent management and staff engagement	E	A and C
Knowledge, Skills and Behaviour		
IT Competence with key programmes such as Excel and Word, preferably to an intermediate standard.	E	B and C
Excellent communication (written and verbal) and relationship skills.	E	B and C
The ability to produce high quality, accurate work in a timely fashion.	E	B and C
High integrity and the ability to work professionally and responsibly with confidential information.	E	C

A commitment to E&D, and recognition of how this post can support the safeguarding of young people.	E	C
Knowledge of data protection requirements	D	A
The ability to work independently whilst recognising when support and guidance is appropriate	D	C
A confident and calm demeanour.	D	C
A commitment to operating with the environment and sustainable practice in mind.	D	C