

Capital City College Group

Job Description and Person Specification

Post:	Recruitment Manager
Contract:	Permanent
Reporting to:	Head of HR Operations
Hours:	35 hours per week
Salary:	£45,000 - £50,000 per annum
Direct reports:	Up to 3 members of staff

Purpose of Role

- To build an effective recruitment strategy for the organisation that supports the goal to becoming an employer of choice
- To recruit and train the internal recruitment team
- To work with managers to deliver an effective recruitment end to end process for the organisation

MAIN DUTIES AND RESPONSIBILITIES

- The post holder will carry out some or all the following duties:
- Manage the Group's recruitment process and ensure rigorous management of the Group's relationships with recruitment agencies, in conjunction with the Head of HR and Finance.
- Oversee the managed vendor contract with Morgan Hunt and the use of agencies to recruit temps and agency workers in line with the Group's Recruitment Policy, processes, and budget. Negotiate all fees with agencies ensuring value for the group.
- Ensure rigorous adherence to safeguarding procedures for all newly appointed staff, trustees, volunteers, agency workers and others who may have access to learners.
- Build close and effective working relationships with key internal and external partners.
- Update existing recruiting procedures or create new procedures.
- Recruit, develop, train, and supervise the recruiting team.
- Explore and engage with new sourcing methods to find job candidates.
- Evaluate and suggest improvements to the employer recruitment website.
- Coordinate the Star Chamber process ensuring that all relevant verifications are complete before requests to recruit are presented for approval.

- Suggest ways to improve the employer's brand.
- Research and implement the best job advertising techniques.
- Advise hiring managers on proper interviewing methods.
- Provide training for hiring managers on safer recruitment, unconscious bias, interview techniques amongst others.
- Plan/host career events and job fairs and attend career events and job fairs.
- Manage the contract for agency workers with our managed supplier Morgan Hunt.
- Provide monthly management information on recruitment KPIs for senior managers in the organisation.

General

- To work flexibly across the different locations in the Group as necessary
- To implement College policies, particularly those relating to equality and diversity and recruitment.
- To implement Health and Safety and security measures in accordance with statutory and College requirements.
- To work evenings and occasional weekends as required.
- To undertake any other duties consistent with the key responsibilities and/or duties of the post.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Experience as a Recruiting Manager, Recruiting Coordinator, or Recruitment Consultant.	X	
	CIPD Qualified or equivalent by experience.	x	
Knowledge / Experience	Experience of working in a customer focused service.	X	
	Experience with the use of applicant tracking software and HR databases.	x	
	Knowledge of how to utilise social media and professional networks effectively in recruitment.	x	
	Knowledge of employment law.	x	
	Knowledge of the further education sector.	x	
	Experience in screening and interviewing job applicants.	x	
Skills / Abilities	Excellent communication skills.	X	
	Excellent customer care skills and the ability to always represent the College in a positive way.	X	
	Ability to prioritize and manage time efficiently.	X	
	Good ICT skills, (MS Office, email, web).	X	
	Ability to make sound decisions quickly and efficiently.	X	
	Ability to work on own initiative and without close supervision.	X	
	Ability to provide a positive contribution to teamwork.	X	
PERSONAL ATTRIBUTES AND QUALITIES	A proactive approach and commitment to helping.	X	
	Commitment to and understanding of equal opportunities within a diverse and multicultural environment.	X	
	Ability to stay calm and customer focused in busy and stressful situations.	X	
	Ability to work flexibly and to be available to work as required.	X	