

## Capital City College Group

### Job Description and Person Specification

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<b>Post:</b>	Recruiter
<b>Contract:</b>	Permanent
<b>Reporting to:</b>	Head of HR Operations
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	£42,000 per annum

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#### Purpose of Role

- Responsible for the growth and development of Staff in line with the priorities of the college.
- Ensuring workers are recruited, deployed, and retained.
- Working closely with internal stakeholders

#### MAIN DUTIES AND RESPONSIBILITIES

The post holder will carry out some or all the following duties:

- Designing and completing adverts for vacancies.
- Headhunting and building relationships with suitable candidates.
- Understanding the vacancies requirements and attracting candidates to those positions.
- Using a variety of media/programmes to attract and appoint graduates.
- Developing unique strategies to attract candidates for 'Hard to fill roles.
- Uses appropriate questioning techniques with candidates to gain in depth information in order to identify quality of applicant and subsequent suitability for roles.
- Manage the recruitment process by reviewing applications, shortlisting, and arranging interviews and ensuring candidates are fully prepared.
- Use the candidate database to source for the right candidate to match the vacancy.
- Develop a good understanding of the different curriculum and business areas.
- Create a list of 'Bank workers' and stay in contact with them on a regular basis.
- Brief candidates about the responsibilities, salary, and benefits of the job they are applying for.
- Build and develop positive relationships with the internal stakeholders.
- Maintains control of recruitment cycle.

#### 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
<b>Qualifications / Professional Development</b>	Experience as a Recruiting Consultant or previous experience working in sales.	X	
<b>Knowledge / Experience</b>	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	
<b>Skills / Abilities</b>	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	
<b>PERSONAL ATTRIBUTES AND QUALITIES</b>	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	