

## Role Description – Recruitment Officer

Role title	Recruitment Officer	Grade	2	Department	HR
Reports to	Director of People Strategy and Facilities		Reports	0	
Key relationships / interfaces	<b>Internal:</b>	HR team, Line Managers/Hiring Managers			
	<b>External:</b>	Third party suppliers such as recruitment agencies, job boards, Professional bodies, Government agencies.			
Role purpose	<p>This is a one-year fixed term position to help with APM’s recruitment drive as it plans for an extensive growth strategy.</p> <p>The job holder will oversee the entire recruitment process managing both internal and external stakeholders from development of job descriptions with hiring managers, writing and placing adverts, building preferred supplier lists, shortlisting, interviewing, managing the offer and completing associated administrative tasks.</p> <p>You will be expected to develop creative sourcing techniques, source high calibre candidates utilising the appropriate recruiting channels and ensure best practice recruitment processes are adhered to.</p> <p>Added to this, you will ensure that managers with recruitment responsibilities are adequately trained in APM’s processes, follow best practice and understand the legal requirement around recruitment and selection.</p>				
Breadth of responsibility (	<p>Manage the implementation of APM’s recruitment initiatives to achieve the business plan, objectives and KPI’s.</p> <p>Help develop and manage the recruitment budget to meet the strategy, business plan and objectives.</p>				
Dimensions and limits of authority	<p>Working within the agreed business plan and recruitment budget.</p> <p>Expenditure is authorised up to the value of £1,000.</p>				
APM Values	<p>The role holder will be expected to operate in line with our company values of:</p> <ul style="list-style-type: none"> <li>• Progressive</li> <li>• Warm</li> <li>• Excellent</li> <li>• Thoughtful</li> </ul>				

Key responsibilities / accountabilities	Key performance measures
<p><b>Recruitment</b></p> <p>Assessment and Selection</p>	<ul style="list-style-type: none"> <li>• Responsible for sourcing high calibre candidates, ensuring headcount has been approved prior to recruitment.</li> <li>• Develop creative sourcing techniques to expand talent pool.</li> <li>• Researching and appropriate use of recruitment channels such as agencies, job boards, social media etc. considering the recruitment budget.</li> <li>• Manage and coordinate the selection and assessment processes including cv sifts, ensuring all resourcing processes meet legal requirements and are fair, fit and inclusive.</li> <li>• Work with hiring managers to ensure a smooth, timely and cost-effective recruitment and selection process.</li> <li>• Work with hiring managers to create suitable job descriptions and adverts that are on brand and ED&amp;I compliant.</li> <li>• Work with hiring managers and People Partner to ensure line managers with recruitment responsibilities are adequately trained in the interviewing process.</li> <li>• Maintain up to date knowledge on best practice recruitment and selection techniques with specific attention to ED&amp;I.</li> <li>• Provide feedback to relevant parties at each stage of the recruitment process, liaising with relevant recruitment agencies.</li> </ul>
<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• Carry out all the administrative duties in the recruitment process such as logging application forms/cvs, organizing recruitment timetables, arranging interviews, interview tests and distributing interview packs and shortlisting to interviewees/panels.</li> <li>• Accurate and timely management of documentation and reporting.</li> <li>• Administer the process for new employees, for example; prepare contracts, offer letters and pre-employment checks i.e. right to work, qualifications and references.</li> </ul>

Key responsibilities / accountabilities	Key performance measures
	<ul style="list-style-type: none"> <li>• Provide constructive feedback to candidates after liaison with interviewees.</li> <li>• Coordinate handover of new employees to relevant HR team member.</li> <li>• Liaise with line managers/relevant departments to ensure they are aware of start dates etc.</li> <li>• Production of a weekly report with updates on recruitment.</li> <li>• Sending out satisfaction surveys to candidates and managers.</li> <li>• Arrange and conduct exit interviews for all staff either face to face or electronically. Provide feedback accordingly.</li> </ul>

## Person Specification – HR & Recruitment Coordinator

Attribute	Description	Essential / desirable
Qualifications	<ul style="list-style-type: none"> <li>Educated to A level or equivalent</li> <li>CIPD Level 3</li> <li>CIPD Level 5</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
Experience	<ul style="list-style-type: none"> <li>Experience of recruiting within a commercial environment with multiple job disciplines.</li> <li>Stakeholder management at all levels.</li> <li>Experience of writing job descriptions and adverts for a variety of positions.</li> <li>Experience of providing constructive feedback to candidates.</li> <li>Experience of recruiting in-house</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Skills	<ul style="list-style-type: none"> <li>Excellent communication and organisational skills.</li> <li>Effective decision-making skills.</li> <li>Good understanding of HR legislation to ensure APM meets legislative requirements.</li> <li>Ability to present information in forms, tables and spread sheets.</li> <li>Excellent written and verbal communication skills.</li> <li>Ability to use IT packages relevant to the role.</li> <li>Excellent organisation and time management skills with the ability to work independently and to deadlines.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Behaviour / competency	<ul style="list-style-type: none"> <li>Adaptability</li> <li>Analytical thinking</li> <li>Communication skills</li> <li>Accuracy, Planning and organising</li> <li>Resilience</li> <li>Technical and professional expertise</li> <li>Ability of demonstrate a professional, confident and 'can do' attitude.</li> <li>Knowledge and behaviours that support diversity, equality and inclusive practice.</li> <li>Driven to continually improve recruitment and selection delivery.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>