HR Officer (Recruitment & Selection)

Job Description

Accountable to:  Head of Human Resources and Training

Responsible for:  Ensuring that all established based aspects of the recruitment and selection process functions effectively for the recruitment of permanent and part time employees. This will include responding to requests for recruitment information, preparing notices and advertisements, actively participating in assessments, coordinating assessment schedules, working with managers to ensure that references and CRB/background checks are completed prior to appointments and the collection of monitoring information for each recruitment campaign. The post holder will also assist with the recruitment of volunteers and student placements.

Main Objectives:  To provide a high quality service to individuals (managers and employees) and to contribute to the long term development of the HR function ensuring a consistently high level of customer care is provided to all individuals and people who use the HR Service; To provide an effective and efficient output of work to meet the demands made of the role, and to assist in all aspects of the work undertaken by the Human Resources Department; To promote the Westminster Society’s core values and fulfil the aims and objectives of the service.

Limits of
Authority:  To work within agreed budgets and policies and procedures of the Westminster Society.

KEY AREAS OF WORK:

1. To develop and maintain positive relationships with media agencies, employment agencies, universities, work placement coordinators, etc.

2. To lead in the coordination of the Society’s Recruitment Assessment Centre and other recruitment assessments for both internal and external recruitment. This will involve supporting panels and ensuring the smooth running of the assessment process such as ensuring the assessment panel and facilitators are confirmed, tests have been prepared in advance and appropriate rooms have been booked.

3. To assist the managers in developing job descriptions, preparing advertisements, checking application forms and shortlisting, interviewing and
selecting candidates. To advise and support managers on effective and selection approaches.

4. To be involved on the assessment panel where appropriate and to advise candidates of outcome after assessments.

5. To ensure that details of vacancies are circulated appropriately and to oversee the recruitment section of the Society’s website to ensure that current vacancies are showcased appropriately.

6. To coordinate and deal with the recruitment and selection administration required by HR policies relating to the appointment of new employees. This will include the management of pre-employment checks, such as obtaining occupational health, reference and CRB clearance ensuring that these are fully carried out and completed in a timely manner prior to employment commencing.

7. To be a Signatory for the sign-off of CRB applications and renewals.

8. To ensure that new employees receive all relevant starter documentation and that conditional offers are prepared and contracts of employment are signed and issued.

9. To ensure that new employees personal file are created and that all new employee details are accurately set up on the Society HR database systems; to ensure that all essential employee personal information is in place in time for the Payroll cut-off date each month.

10. To ensure that all confidential data retained and disposed of is in line with the Data Protection Act and the Society’s policies and procedures.

11. To attend HR Recruitment group to ensure that best practice of recruitment and placement of staff are used across the Society.

12. To provide references for employees who are/have left our employment.

13. To support line Managers with all Probation Reviews and to ensure that all probation reviews are completed within agreed timescales.

14. To assist in training and coaching new managers on recruitment and selection processes.

15. To maintain internal database files and tables, and develop recurring or ad-hoc reports to meet the requirements and needs of the Society. This will include preparing monthly/quarterly recruitment, turnover and diversity monitoring reports and generating other reports as and when required to ensure a high standard of Human Resources Management information is available to management.
16. To assist the Head of HR with preparing, developing and implementing policy and procedures on staff recruitment and to assist in the development of other HR Policies and procedures.

17. To continuously review the staff handbook and update accordingly to any legislative changes.

18. To deal with queries relating to supplying of references, voluntary work and student placements, passing information to relevant service, etc.

19. To keep up to date with all legal and other HR developments.

20. To continually monitor and update statistical data to ensure the trends are reported.

21. To work collaboratively and in a supportive manner within the HR team, the finance team and other departments to ensure that the overall aims and objectives are achieved.

22. To maintain absolute discretion and maturity in handling sensitive/confidential data.

23. To assist the Head of HR & Training and HR colleagues when required. This may include minute taking, attendance at employee relations meetings, dealing with general queries, filing etc.

**Other**

- To attend and participate in team meetings to work within a team culture providing support and encouragement to all team members regardless of job role. To develop positive and professional relationships with all team members.

- To attend training, participate in the Society's supervision and appraisal processes and quality assurance of own work.

- To ensure that all work carried out complies with and promotes the Society’s Diversity Policy, Statement of Values and aims and objectives. To contribute to making sure that all employees have equal opportunities in relation to employment matters, to acknowledge their individual differences and uphold their rights and responsibilities as set out law.

- To maintain high standards of health, safety, hygiene and secure working environment within agreed Health & Safety policies and procedures. To take reasonable care for the health and safety of yourself and that of others.

- To be able to attend occasional evening meetings (with notice).

*This job description is a general guideline only. The postholder may be required to undertake, as a when required, additional tasks and responsibilities that are reasonably
compatible with this job description and its objectives at the request of the Head of Human Resources and Training or Director of Human Resources.
# HR Officer (Recruitment & Selection)
## Person Specification

<table>
<thead>
<tr>
<th>QUALITIES</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>ASSESSMENT CRITERIA</th>
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</thead>
<tbody>
<tr>
<td><strong>Education</strong></td>
<td></td>
<td>Working towards CIPD qualification</td>
<td>Application Form, Test</td>
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<tr>
<td>1.</td>
<td>GCSE (A-C or above) in English &amp; Maths.</td>
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<td>2.</td>
<td>Genuine interest in HR and experience of dealing with recruitment administration.</td>
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<td>Application Form, Interview, Test</td>
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<td>3.</td>
<td>Good working knowledge of the Microsoft Office suite, in particular Word, Excel and Outlook; Experience of using a computerised database System.</td>
<td>PowerPoint, SAGE HR database. Proven experience of setting up new systems and spreadsheets</td>
<td>Application Form, Interview, Test</td>
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<td>4.</td>
<td>Excellent written and verbal communication skills.</td>
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<td>Application Form, Interview, Test</td>
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<td>5.</td>
<td>Excellent organisation and time management skills with the ability to work independently and to deadlines.</td>
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<td>Interview, Test</td>
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<td>6.</td>
<td>Excellent customer service skills with the ability to build appropriate professional, friendly and accessible relationships with people who use the service.</td>
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<td>Application Form, Interview</td>
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<td>7.</td>
<td>Ability to demonstrate an understanding for the need of confidentiality in dealing with all HR issues.</td>
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<td>Application Form, Interview</td>
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<td>8.</td>
<td>Excellent attention to detail with the ability to actively seek and find solutions to problems.</td>
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<td>Application Form, Interview, Test</td>
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<tr>
<td>9.</td>
<td>Ability to work as part of a team.</td>
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<td>Application Form,</td>
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**HR Officer (Recruitment & Selection) – Job Description & Person Specification**  
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<tr>
<th>Knowledge</th>
<th>Motivation/Disposition</th>
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<tbody>
<tr>
<td>10. Ability to work methodically taking responsibility for own work.</td>
<td>12. Positive approach to work, with a flexible ‘can do’ attitude; the drive and enthusiasm to improve the service and achieve high standards with a strong work ethic</td>
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<tr>
<td>11. To demonstrate commitment to Equality &amp; Diversity and ability to apply equality of opportunity and the Society’s Statement of Values to all aspects of daily work and interaction with service users, team members and professionals.</td>
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<td>Application Form, Interview, Test</td>
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<tr>
<td>Interview</td>
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