

Job Description and Person Specification

Job Title:	Regional Recruiter
Reports to (Job Title):	Recruitment Manager
Line Manager to:	N/A
Location(s) (full address):	Remote working in Midlands area
Hours / Working Pattern:	Mon-Fri 37.5 hours per week

Brief Job Description:

A field-based role covering the West Midlands and surrounding areas including but not limited to Shropshire and Worcestershire. The role is to grow our employer brand presence in the area and increase the talent bank. Using expertise and knowledge of the candidate market in the area to support the attraction, selection and recruitment of all internal and external roles, using data analysis on a range of recruitment activities to enhance the recruitment experience. To lead and, be the point of contact, for all local recruitment of operational roles, ensuring an efficient and timely recruitment service is provided at all stages of the process to manager and applicants. To continuously review and evaluate the quality and effectiveness of the service provided and review processes and policies in line with business requirements.

Key job responsibilities include:

- Assess the needs and capabilities of recruiting managers in order to provide specialist, tailored recruitment support
- Support Gray Healthcare's involvement in attraction events, forums and activities ensuring all activities effectively positions Gray Healthcare as an employer of choice.
- Identify and research new ideas and opportunities to increase interest awareness of Gray Healthcare as an employer and attract candidates directly, whilst also promoting equality, diversity and inclusion in our recruitment practices.
- Share specialist knowledge and expertise with other team members as appropriate
- Establish and maintain good relationships with recruiting managers in the area to ensure recruitment best practice
- Creating engaging content for recruitment channels. For example, social media status update and job board inventory
- Resource potential candidates across a variety of job boards and sourcing tools, with the relevant experience required for the given role.
- Build and maintain a relationship with a talent pool of candidates
- Arrange interview days including booking venues, where relevant
- Screen, book and interview candidates.
- Attend interviews to assess candidate suitability and make offers to successful candidates.
- Ensure all files and records are kept up to date.
- Liaise with recruiting managers and applicants to ensure the recruitment process is managed efficiently.

- Maintain accurate recruitment records in line with GDPR
- Maintain key information indicators (KPI) on recruitment
- To lead on any bespoke campaigns to support the filling of niche roles and liaise with Recruitment Manager on any social media campaigns.
- Ensure administrative processes are completed accurately, including the updating of the applicant tracking system.
- Being first point of contact for all applicant related queries, providing advice and support, when necessary.
- To maintain market information on salaries
- Respond appropriately to telephone, email and written enquiries and information requests.
- To ensure Service Level Agreement timeframes are met for each step in the recruitment process

Knowledge, Skills, Experience and Qualifications Required:

Essential:

- Significant experience of working in an Internal Recruitment role with responsibility for end to end recruitment process
- An understanding of employment law as it applies to recruitment
- Ability to work autonomously
- Full clean UK driving licence and own transport
- Experience using various interview formats (e.g. phone, structured, group) and testing methods
- Good standard of general education (e.g. A-Level or equivalent)
- Worked in a fast paced commercial environment
- Able to demonstrate experience of recruiting staff at all levels.
- Coached and supported colleagues in previous roles
- Working with people from a variety of cultural backgrounds
- Highly developed communication skills able to develop, continue and maintain relationships internal and external
- Able to multi-task and able to prioritise workload
- Able to work in a pro-active way and on own initiative, without close supervision
- Able to work as part of a team and contribute to shared goals
- Ability to work in a customer focussed environment
- Experience of developing good working relationships with colleagues or customers

Desirable:

- Experience using recruiting software
- Experience of Clinical Recruitment
- Understanding of CQC recruitment requirements

- Experience of working with confidential information and an understanding of GDPR
- Experience of using MS Office
- Excellent attention to detail
- Excellent organisational skills with a methodical approach
- Able to be flexible and adaptable
- Able to create and maintain effective working relationships with people at all levels
- Resilient and able to remain calm under pressure
- Constructive and prompt when giving and receiving feedback and act on it as appropriate

Key Internal & External Clients:

- Training team
- Recruiting managers
- Candidates
- External advertising / media agencies

Criminal Records Check

Basic

Other Considerations (i.e. required to travel):

Ability to travel nationally as required