Job Title: **Resourcing & Onboarding Administrator (**

Regions:

Based:

Responsible to: **Field Based Recruiter**

Salary Range:

**Job Description**

**To ensure the effective, efficient and fully compliant management and processing of all candidate administration, through the end to end Recruitment & Onboarding process, in line with all regulatory requirements.**

* To be the first point of contact for all Recruitment, On-boarding administration queries both internally and externally
* To work closely alongside the Field Based Recruiter for the Region to support the end to end process and management of all vacancies and candidates
* To support with the marketing of vacancies and the sourcing of quality candidates and the retention of these candidates through the whole cycle
* Ensure that each pipeline is managed effectively and as quickly as possible, to ensure new starters begin as soon as possible
* Sign off Personnel Files, ensuring all regulatory and employment checks have been completed and compliant
* Build positive and engaging relationships with all key stakeholders, with good lines of proactive communication
* The delivery of fully compliant pre-employment checks and complete staff files for the operation to agreed SLA’s and quality
* Tracking and monitoring all marketing activity and campaigns to ensure that all vacancies are advertised as effectively and as widely as possible
* Monitor and report on Pipeline movement and advise on activity and process improvements to minimise candidate fallout each month
* Ensure any reporting and metrics are collated as required for Board and HR Reporting as required
* Liaise with Field Based Recruiter to understand activity and maximise all Onboarding opportunities
* Liaise with Learning and Development to ensure Inductions occur in a timely manner and raise any delays to Field Based Recruiter

**PERSON SPECIFICATION**

* Previous HR and/or Recruitment Administration experience
* Familiarity with HRM Systems, databases, Applicant Tracking Systems, Excel and Reporting
* Articulate, proactive and professional
* Excellent communication and interpersonal skills
* Strong decision-making, negotiation and influencing skills
* Clean Full Driving License
* RTW in UK

**The role will require an individual who is**

* Articulate, personable, supportive and efficient
* A proactive solutions provider – able to think around a problem to resolve issues
* Literate and numerate – comfortable with reporting and accuracy
* Energetic, understands the need for urgency and is results driven
* Organised, detail orientated and keen to complete
* Precise and compliance focused
* Resilient – not afraid of a challenge or hard work and can increase pace as and when necessary
* A good judge of situations and can identify the key signals in a noisy environment
* An assertive influencer – able to build collaborative relationships quickly and effectively
* A team player - willing to ‘join in’ and happy to go out of their way to support others

**Knowledge & Experience**

* Worked in an HR or Recruitment Administration team previously
* Has knowledge of OFSTED and CQC guidelines, in relation to compliance and regulations in the Children’s Sector
* Understands the principles of Safer Recruitment and is trained up to date on these guidelines
* Knowledge of Recruitment within the Social Care Sector, specifically Children’s Homes Regulations (CQC and Ofsted).
* Familiar with Anti-discrimination and Equal Opportunities legislation