

Job Description & Person Specification

Job Title:	Resourcing Officer
Service / Provision:	Central Services – People Services
Job Family:	Support Staff
Line Manager:	Resourcing Manager
Salary Band:	Brunel Grade 1 – 5
Annex:	Please ensure you refer to Annex 1 with this Job Description

Under the direct line management of the Resourcing Manager (RM), working closely with the wider People Services team, the Resourcing Officer (RO) will oversee the entire 360 recruiting process, managing stakeholders from development of job descriptions with hiring managers and People Services Partners (PSP), writing and placing adverts, building preferred supplier lists via agencies, shortlisting, interviewing, managing the offer and completing associated administrative tasks for pre-employment, onboarding and induction in line with Safer Recruitment.

The RO 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 in line with KCSIE and Safer Recruitment.

Key accountabilities, duties and responsibilities

Recruitment

- Support the PSPs in the recruitment campaigns of all academic teaching, operational and support positions across Brunel Academies Trust and Brunel Education
- Write and manage vacancy advertisements and respond to communications from candidates, accordingly
- Ensure the careers website provides accurate information on all vacancies and that relevant documents on the career's webpage are up to date by liaising with the Digital Media & Marketing Lead
- Track applications, prepare shortlisting and interview packs and invite candidates for interview in a timely manner including manage stakeholder availability to schedule interview times accordingly
- Post to social media platforms, promoting vacancies
- Coordinate references for candidates and make follow up calls to referees as required by the PSP/Recruiting Manager
- Manage the new starter process from candidate offer and contract to right to work checks, to welcome packs and candidate scheduled programmes for induction
- Manage arrangements for candidates such as visitor parking, site tours, lunches, accommodation and reimbursement of expenses as appropriate and agreed by the organisation leadership
- Build and maintain agency relationships, ensuring business T&Cs are agreed by the Head of Resourcing (HoR), leading on support from agencies to fill vacancies as needed (but reduced where possible to minimise cost) or/and supply support to schools/Education Provisions (EPs)
- Manage and maintain weekly recruitment bulletin and share with relevant audiences
- Seek new ventures on promoting the Brunel brand and vacancies, showcasing to the HoR for sign off, engaging contacts as 'partnering' ventures to support the promotion of Brunel as an Employer of Choice
- Represent Brunel at career/apprenticeship fairs where applicable and building an early engagement talent pool of candidates

- Lead on apprenticeship recruitment
- Conduct interviews when required
- Support in NJC job evaluations as required

Employee Records

- Update electronic employee files, where required
- Ensure records are compliant, comply with GDPR regulations at all times and advise/communicate if there are any areas of opportunity to storing our data for better practice
- Ensure the HRMIS is up to date
- Ensure new starters are issued to Payroll in a timely and accurate manner

Operational Recruitment

- Lead on communication with day to day enquiries (both internal and external) in a timely and efficient manner
- Manage incoming email queries, post and other paperwork relating to applications or interest in working with Brunel including management of the Resourcing inbox daily
- Support Resourcing or Learning & Development projects as and when required
- Act as the professional face of Brunel for all potential talent and new starters who are onboarding, delivering excellent customer service and care throughout their engagement or career journey within the organisation
- Play an active part in Resourcing-dedicated workstreams this will include, attend meetings, take notes and complete any administration activities required by the RM or HoR
- Act as the ambassador to Safer Recruitment practices with clear understanding of the policy
- Monitor, review and advise areas where recruitment process, policies and practices and can be improved, streamlined

Continual Professional Development (CPD)

- Under the guidance of the HoR: identify and complete regular and relevant CPD and training pertaining to the role, organisation or as agreed to support personal career growth
- Maintain an up to date awareness of current Employment Law, Recruitment and People best practice

Safeguarding

- Attend all mandatory Safeguarding training as required, including Safer Recruitment
- Understand and apply Keeping Children Safe in Education (KCSIE) guidelines in all aspects of the resourcing process
- As directed by the RM or HoR, attend any internal meetings on compliance or wider People team meetings

Tasks/duties	Essential skills	Desirable skills
Qualifications and Training	Have minimum GCSE C+ / 4+ in Maths and English	Ideally have or be prepared to study Level 3 CIPD qualification / Recruitment MREC L3 / Apprenticeship in Recruitment L2+
Knowledge and Experience	- Excellent, demonstrable experience in customer service and care - Experience in an office environment - Knowledge of Safer Recruitment and KCSIE Recruiting expectations	- Have experience and understanding of practice and principles for Safeguarding children, young people (CYP) or vulnerable adults within an organisation - Diary management/scheduling - Candidate screening and interviewing experience - Experience of using an ATS
Skills and Abilities	- Be highly organised with excellent administrative skills and able to work harmoniously, efficiently and often under pressure - Have the ability to prioritise and work accurately with attention to detail - Have excellent communication skills, particularly in the drafting of correspondence, formal legal contracts and letters and responding to queries - Be highly proficient in Word, Outlook, and Excel and ideally have experience of using databases - Be able to build effective working relationships and work well as part of a busy Central Services Team - Good research skills to improve service and candidate attraction - Be flexible, with a 'can-do' approach and the ability to work independently, keeping calm under pressure - Full, clean driving license with access to own vehicle	