

JOB DESCRIPTION

Post: Resourcing Officer

Responsible To: Resourcing Manager

Summary of Post: To provide high-quality support and administration throughout the end-to-end recruitment process. To work closely with hiring managers and internal stakeholders, ensuring recruitment targets are met by delivering a professional service and an immaculate candidate journey. To develop and train stakeholders in job advert design, shortlisting, interview coordination, and onboarding. To uphold robust recruitment processes, ensuring compliance with safeguarding and regulatory standards, and actively promoting the Group's resourcing services.

Specific Duties:

1. Build effective relationships with recruiting managers to support them in the delivery of exemplary customer service to applicants by providing expert guidance on recruitment policies, processes, and the use of the ATS to ensure timely and compliant actions.
2. Assist in the delivery of hiring manager training and ensure all recruiting managers have completed their mandatory training prior to chairing an interview panel.
3. Conduct regular spot checks of recruitment documentation and risk assessments to ensure processes are followed and that the safety and safeguarding of learners are upheld.
4. Support and participate in the sampling of recruitment processes—including shortlisting, coordinating interviews, attending interviews and assessing candidate eligibility and skills— providing guidance to ensure fair recruitment practices are maintained.
5. Work closely with the wider Resourcing team to monitor and maintain the accuracy of recruitment data in the Applicant Tracking System (ATS) and the Single Central Record, ensuring timely updates and high data integrity.
6. Review job adverts and recruitment communications in the ATS and on external job boards, ensuring consistency with the Group's brand and messaging.

7. Undertake or assist in the shortlisting of candidates for vacancies as directed by the hiring manager and Resourcing Manager
8. Assist with administering pre-employment checks—including right-to-work verifications and compliance with safeguarding policies such as Keeping Children Safe in Education.
9. Attend recruitment panels and departmental meetings where required, providing expert advice and feedback to ensure adherence to fair recruitment practices and Group policies.
10. Generate and distribute regular reports on recruitment activity, vacancy status, and process performance to contribute to ongoing service evaluation and improvements.
11. Assist with recruitment queries, complaints, and issues from candidates, hiring managers, and external agencies, resolving them promptly or escalating when necessary.
12. Collaborate with the wider Resourcing team to support the development and maintenance of a strong employer brand that enhances the Group's reputation as an inclusive and attractive employer.
13. Facilitate a smooth transition for new recruits by coordinating onboarding processes, including the completion of necessary HR documentation and initial compliance checks.
14. Identify opportunities to streamline and enhance recruitment processes, proposing innovative solutions that improve service quality and efficiency.
15. Keep informed about current labour market trends and best practices in recruitment, applying this knowledge to advise on strategic staffing needs.
16. Undertake additional recruitment-related projects and tasks as required, supporting the broader People Services function and contributing to the continuous improvement of recruitment practices.
17. Work collaboratively with all People teams to support a seamless candidate journey throughout the recruitment and onboarding process.
18. Manage own workload effectively to ensure that all activities meet agreed key performance indicator (KPI) targets

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives		✓	6
2.	Ability to advise on a wide range of recruitment methods		✓	6
3.	Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly with attention to detail.		✓	4
4.	Able to systematically analyse information to produce clear recommendations that can be understood by a non-technical audience	✓		4
5.	Excellent IT skills and a high focus on attention to detail		✓	6
6.	Excellent written and oral communication skills, and the ability to communicate complex and technical information with clarity	✓	✓	4
7.	Ability to work with high levels of accuracy and efficiency		✓	4
8.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	At least 2 years' experience within a fast-paced Recruitment/Talent function	✓	✓	6
2.	Experience of developing and utilising social media, website, and digital marketing channels to support the direct attraction of new candidates	✓	✓	6
3.	Experience of shortlisting candidates for interview	✓	✓	4
4.	Experience of hard to fill, technical, diverse, and high-volume recruitment	✓	✓	6
5.	Experience of using an Applicant Tracking System	✓	✓	4

5.	Knowledge of Safer recruitment (Keeping Children Safe in Education)	✓	✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		6
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		6
3.	A specialist HR or Resourcing / Talent qualification (L3 or above)	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.