

Recruitment Person Specification
Recruitment Assistant

	Essential	Desirable
Qualifications/Training	Educated to NVQ 3 level or equivalent relevant recruitment experience	
Experience	<p>Proven clerical/administrative experience within a Recruitment Team</p> <p>Previous experience of:</p> <ul style="list-style-type: none"> • Applicant tracking systems (ATS) • Working in a high volume, fast paced recruitment environment • Prioritising work to meet deadlines • Working in a customer service environment 	<p>Previous experience of working within the NHS in a recruitment capacity</p> <p>Experience using an HR / Payroll system</p> <p>Understanding of Agenda for Change Terms and Conditions</p>
Skills/Knowledge	<p>Good communication skills, both verbal and written</p> <p>Proven administrative and organisational skills</p> <p>Excellent IT skills and in-depth knowledge of Microsoft Office packages</p> <p>Experience of working as a member of a recruitment team, handling confidential information</p> <p>Able to pay attention to detail and produce accurate work</p> <p>Ability to work from multiple systems at the same time</p> <p>Proactive and able to work on own initiative under general supervision</p> <p>Flexible approach and commitment to improving service delivery</p>	<p>Basic understanding of the Data Protection Act and GDPR</p>

Additional job requirements Eg. car driver, unsocial hours		
Any other additional information	Ability to prioritise and plan a high volume workload with changing priorities and to understand when to seek support from line manager	

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION – GUIDANCE NOTES

1. JOB IDENTIFICATION

Job Title: RECRUITMENT ASSISTANT

Department(s): HUMAN RESOURCES

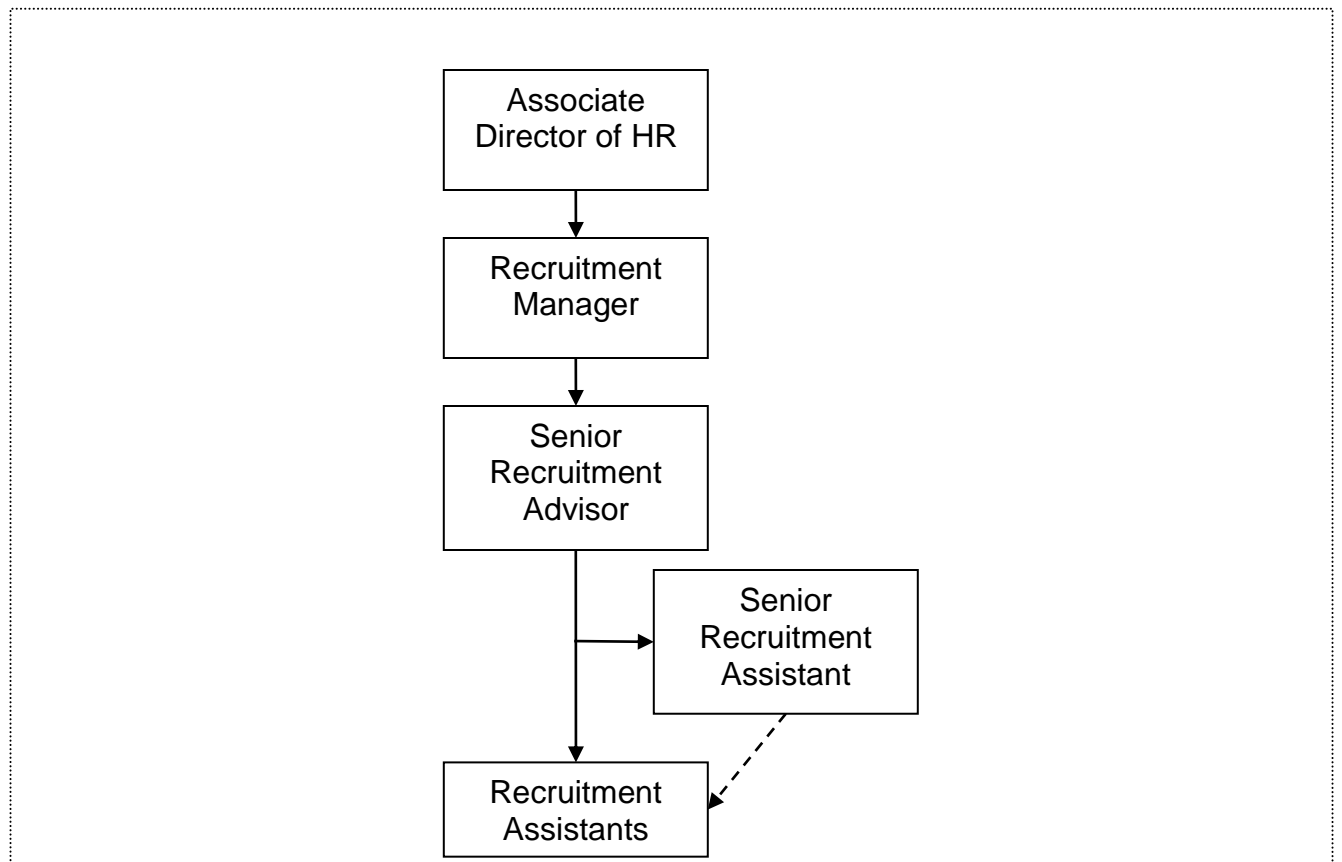
Job Holder Reference:

No of Job Holders:

2. JOB PURPOSE

The postholder is responsible for the provision of a confidential recruitment service including assisting with all administrative aspects of the recruitment processes. Responsibility for maintenance of personnel files and HR Information System.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

Responsible for providing a confidential recruitment service for all employees (permanent, temporary and bank) within a defined group of customers. The postholder will however, be required on occasions to cover for the other Recruitment Assistants in cases of annual leave etc.

The Recruitment Team is responsible for providing a Board-wide recruitment service covering all areas within NHSGJ, and will be expected to make appropriate decisions about the type of advertising to be used, suitable sites for posting adverts, considering and reviewing processes for posts which are hard to fill and providing advice to ensure high quality recruitment documentation.

They are required to exercise judgement, ensure complaints are resolved and maintain service delivery standards through the development and monitoring of performance indicators.

No direct budgetary control, however must be cost conscious and use resources efficiently and effectively.

5. MAIN DUTIES/RESPONSIBILITIES

ADMINISTRATION

Ensure timely placement of all approved recruitment adverts following relevant approval. Communicating regularly with recruiting managers with regards to current status of live positions.

Track all vacancies maintaining accurate information within the recruitment system to allow reporting of data from the system.

Log all enquiries and applications on recruitment and HR information system in a timely manner.

Liaise with Managers to ensure shortlisting and interviews are arranged within agreed timescales.

PREPARATION OF CONTRACTS OF EMPLOYMENT AND NEW START ADMINISTRATION

Preparation of contracts of employment for all staff including bank, permanent and temporary staff.

On production of contract issue reference requests, check professional registration and update recruitment system.

Ensure that pre-employment paperwork including PVG/Disclosure etc. is completed and processed as required.

Regularly review each candidate record in the system and chase appropriate information as required.

Meet with all new starts to complete payroll and pension information and ensure an understanding of the new starter pack.

COMMUNICATION

Ensure regular communication with recruiting manager and candidate regarding start date, referencing, etc.

Keep candidates, staff and managers informed of any issues which may affect them.

Provide advice to managers and staff on general HR queries either directly or involving others which often requires use of tact and sensitivity.

POLICY ADMINISTRATION

Assist in the development, implementation and review of Recruitment policies and procedures as required.

WORKFORCE REPORTING

Maintain information within the recruitment system to allow statistical reporting which will assist in highlighting areas of concern, patterns and trends in the following areas:

Equal Opportunities

Recruitment

Labour turnover/Attrition

Monthly hospital headcount

HR INFORMATION SYSTEM

Ensure accurate recording of all relevant information through the recruitment process.

Production of standard reports from system in conjunction with the Recruitment Manager, for regular review to ensure that the information contained in the system is accurate, relevant and useful.

AGENDA FOR CHANGE

Develop a working understanding of the terms and conditions applicable to employees affected by Agenda for Change.

GENERAL

To carry out a full recruitment administration service including the following:

- Maintenance of electronic personnel files and other recruitment filing
- Assist with the collation of data for regular Board Reports
- Responsibility for ordering stationery and maintaining supplies for Recruitment Department.

6. SYSTEMS AND EQUIPMENT

Fully competent in Microsoft office systems (e.g. word, excel and PowerPoint) and database administration. Competent in the use of the NHS Scotland Recruitment System, Jobtrain.

Fully competent in updating intranet web page and SHOW website.

7. DECISIONS AND JUDGEMENTS

Ability to plan and prioritise own workload is essential. An understanding of when to ask for advice/guidance is necessary. Ability to work on own initiative with supervision when required.

Give support in relation to contractual issues e.g. annual leave entitlement, salary placement etc. knowing where to refer these to another staff member.

8. COMMUNICATIONS AND RELATIONSHIPS

INTERNAL

All staff and managers at GJNH
Senior Management Team and Members of the Board
Payroll/Finance department
Continue to develop links with Education & Training department

EXTERNAL

Members of the public re: job vacancies

9. PHYSICAL DEMANDS OF THE JOB

Sitting for long periods of time at VDU more or less continuously.
Advanced keyboard skills.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Constant prioritisation of workload
Frequent interruptions from GJNH staff and managers
Dealing with members of the public
Occasionally dealing with distressed members of staff.
Working to specific deadlines.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Educated to NVQ 3 level or relevant recruitment experience.

Experience of administration of Jobtrain as a recruiter – creating and advertising vacancies; sending relevant communications to candidates and creating and issuing contracts and contract amendments.

Experience of using eESS for the purposes of adding details of new employees and for checking and amending relevant payroll and contractual details.

Experience of using Docman for the accessing and viewing of employees' contractual and assignment information.

Excellent administrative and organisational skills.

Numerate and accurate with attention to detail.

Healthcare background would be advantageous.

Good verbal and written communication skills.

Ability to develop positive relationships with internal and external colleagues.

Proactive and able to work on own initiative.

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Recruitment Assistant

HOURS: 37.5 hours per week

CLOSING DATE: 4th August 2021

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System to:-

recruitment@gjnh.scot.nhs.uk

- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.

- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A “can do” attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Golden Jubilee Foundation
Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£21,709 to £23,603 per annum

3. Grade

This post is offered at Band 3.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 Hours per week

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment

37 days' annual leave after 5 years

41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.