

**JOB DESCRIPTION**

# HUMAN RESOURCES DEPARTMENT

## POST: Recruitment Manager

## REPORTING TO: Head of Human Resources

**GRADE:** POF

RESPONSIBLE FOR: HR Coordinators/Admins

LOCATION: Cross College

PURPOSE OF JOB:

To manage and oversee the College’s recruitment function, ensuring the timely and effective

attraction, selection and onboarding of high-quality staff across all areas. The post holder will manage

a team of HR Administrators and Coordinators, and act as the key liaison with Payroll to ensure the

smooth transition of staff from recruitment through to employment.

SHARED ACTIVITIES AND RESPONSIBILITIES:

1. Lead and manage the day-to-day operation of the College’s recruitment function, ensuring compliance with safer recruitment practices and employment legislation.
2. Line manage HR Administrators and HR Coordinators, ensuring effective allocation of workload, development, and performance management.
3. Work closely with hiring managers to understand recruitment needs, providing advice and support on job descriptions, adverts, selection processes, and candidate experience.
4. Oversee the end-to-end recruitment process, including advertising, shortlisting, interview coordination, offers, pre-employment checks, and onboarding.
5. Ensure that all recruitment activity supports the College’s commitment to equality, diversity and inclusion, and contributes to a positive employer brand.
6. Maintain strong working relationships with external partners and suppliers (e.g. recruitment agencies, advertising platforms).
7. Act as the primary liaison with Payroll to ensure new starters, contract changes, and leavers are processed accurately and in a timely manner.
8. Oversee the administration and monitoring of right-to-work checks, safeguarding requirements, and other statutory pre-employment checks.
9. Support the development and delivery of the College’s recruitment strategy, ensuring alignment with workforce planning and budgetary requirements.
10. Contribute to continuous improvement of recruitment systems, processes, and candidate experience.
11. Provide training, guidance, and support to managers on recruitment best practice, safer recruitment and recruitment systems such as Alvius and Recruitment Manager.
12. Work with colleagues across HR on wider people projects, including retention, staff development, and workforce planning.
13. To undertake any other duties commensurate with the grading of the post. This may include working at other campus locations
14. Manage agency recruitment for temporary and hard-to-fill roles, negotiating terms, monitoring performance, and ensuring cost-effective use of agency staff.
15. Delivering training and development for managers.
16. Identifying and responding accordingly to any recruitment trends.
17. Oversee agency budget management, including monitoring and tracking agency spend, providing regular reports to senior management, and ensuring value for money.
18. Convene and attend regular meetings with agencies, managers, and internal stakeholders to review recruitment progress and address challenges.
19. Act as the point of escalation for all recruitment-related challenges, providing expert advice and solutions to hiring managers and HR colleagues.
20. Attend networking events, careers fairs, and sector forums to promote the College as an employer of choice and to build external talent pipelines.

# PERSON SPECIFICATION:

The successful candidate will be selected against the following criteria:

**Essential:**

1. Educated to degree level or equivalent, or evidence of substantial relevant professional experience.
2. CIPD Level 5 (or working towards) or equivalent experience in recruitment and resourcing.
3. Evidence of continuous professional development in HR/recruitment best practice.
4. Experience of working flexibly and supportively as part of a small team, and using own initiative.
5. Ability to communicate/liaise (verbally and in writing) effectively and sensitively with colleagues, managers, staff across the College, potential employees, general public and with outside organisations.
6. Experience of working with recruitment agencies, including negotiating terms, monitoring service levels and managing agency spend.
7. Proven organisational skills to ensure that the range and responsibilities of the administrative function are undertaken effectively and efficiently.
8. Ability to prioritise and manage a heavy/demanding workload.
9. Experience of managing time effectively and working to tight deadlines.
10. Experience in the use of an HR Software system e.g. iTrent.
11. A good working knowledge of word processing, and spreadsheet packages and the ability to use computer based record systems.
12. A mature and responsible attitude towards handling confidential information/data, and adherence to data protection.
13. Ability to cope with and respond positively to change.
14. Experience of displaying excellent customer service skills and providing a high level of service to customers at all times.
15. Ability to demonstrate attention to detail and produce work of high quality.
16. A commitment to proactively promoting equal opportunities through the delivery of a professional HR Service together with practical ideas for implementation.

**An Enhanced Disclosure will be requested of the successful candidate**

This job description is correct as at the date shown above. In consultation with the post holder it is liable to variation to reflect or anticipate changes in the requirements of the post. The post holder may be required to work at other locations.