

**Job Title:** Medical Staffing Assistant  
**Band:** Band 3  
**Hours:** 37.5  
**Directorate:** Human Resources  
**Location:** Royal Cornwall Hospitals Trust, Truro site

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### ***The job***

Come and join the Medical Staffing team in a key post providing a full and comprehensive resourcing service recruiting Doctors across all areas of the Trust, preparing work schedules for Junior Doctors and updating the Junior Doctor rotation spreadsheet . This role requires a high level of organisation, accuracy and the ability to proactively deal with multiple priorities in a proficient and professional manner. This will also involve a wide range of administrative duties including preparation of standard letters, setting up interviews and obtaining pre-employment checks. You will use databases and systems to maintain accurate records

An excellent telephone manner together with the confidence to talk with candidates and staff at all levels is essential. We are looking for a team player who will be able to assist the rest of the team with our demanding workload covering all aspects of Medical Staffing including the annual intake of Junior Doctors. This is a busy and demanding role so excellent computer and people skills plus attention to detail are essential.

Knowledge and experience of recruitment processes/procedures or a generalist HR background would be an advantage.

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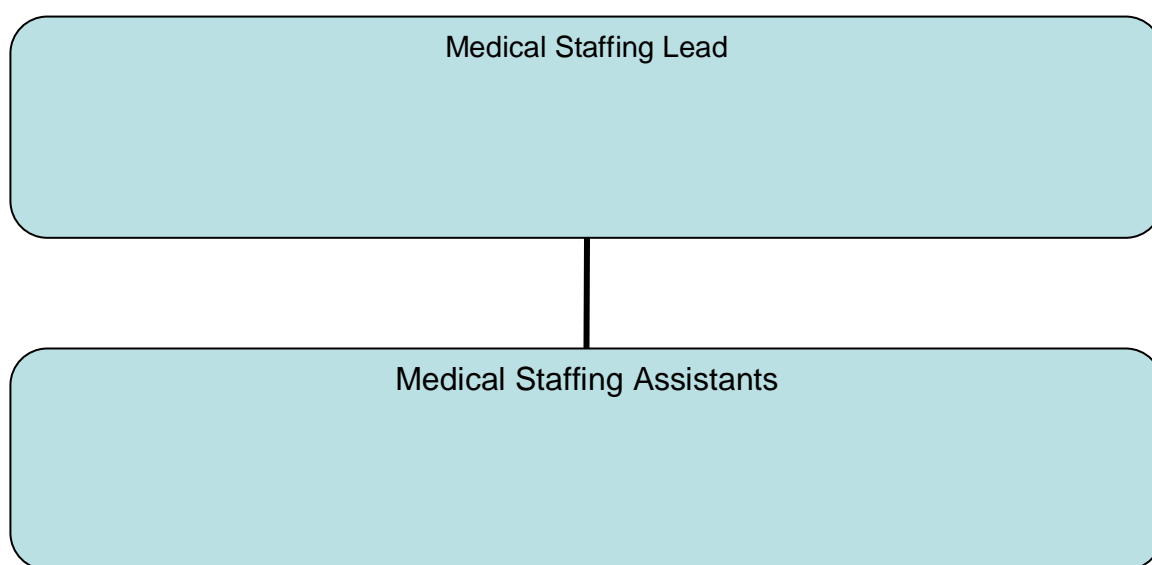
### ***This is what you'll be doing on a day to day basis***

- Act as a helpdesk for all Managers and potential employees, supporting them with problem solving, general advice and updates.
- Ensure that all communication published is compliant with current legislation and NHS standards.
- Assist with the Junior doctor intake
- Assist with Junior Doctor works schedules in line with the HEE regulations
- Assist Rota Coordinators to ensure they are in line with the Junior doctor terms and conditions and are compliant at all times.
- Send offer letters to successful candidates, take up references and other required pre-employment checks in line with the NHS Employers standards via the TRAC Recruitment system
- Use the e-recruitment system to track applicant's progress through the pre-employment check process

- Keeping in regular contact with applicants, managers and referees by telephone and email
- Completing ID checks for successful applicants
- Recording checks on an electronic staff record
- Creating personnel files for new starters
- Supporting the Medical Staffing team with interviews including preparation of the required papers
- General office duties
- Contributing positively to regular team meetings
- This list isn't exhaustive and there will be additional duties or responsibilities that flex with needs of the business

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***This is where you'll fit into the team***




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***These are the skills you will need to be successful in this job***

<b>Communication and Working Relationship Skills</b>
<ul style="list-style-type: none"> <li>• To provide specialist advice and guidance to managers on the medical recruitment process and relevant policy, procedures and legislation</li> <li>• Ability to communicate effectively with managers and staff at every level of the organisation dealing with sensitive and personal information</li> <li>• Work closely with immediate team members and support the wider team to provide an effective medical recruitment service</li> </ul>
<b>Analytical and Judgement Skills</b>
<ul style="list-style-type: none"> <li>• Ability to respond to communications and deal with situations sensitively</li> <li>• Able to understand where problems exist and able to take the appropriate next steps within own level of authority</li> </ul>

Planning and Organisational Skills
<ul style="list-style-type: none"> <li>• Ability to think quickly and adapt and respond appropriately to a range of varied and immediate customer needs.</li> <li>• Able to plan and prioritise own workload to ensure an excellent standard of service.</li> </ul>

Responsibility for Information Resources and Administrative Duties
<ul style="list-style-type: none"> <li>• To capture and accurately record all medical recruitment management information on the appropriate systems, ensuring relevant systems are maintained accurately, and kept up to date.</li> <li>• To review and amend the DiT spreadsheet for Junior Doctor's rotations.</li> <li>• Ensure routine data protection, employment legislation and internal audit requirements are complied with at all times</li> </ul>

Freedom to Act
<ul style="list-style-type: none"> <li>• Authorised to act within own level of responsibility without referring decisions to a higher level. There is no budgetary responsibility with this position</li> </ul>

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***These are the things you need to be successful in this job***

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
<b>QUALIFICATIONS</b>	Evidence of secondary education	<p>Confident user of Microsoft Office applications, such as Outlook, Word and Excel</p> <p>Evidence to confidently learn and use internal computer systems</p>	<p>Application form</p> <p>Interview</p>
<b>EXPERIENCE</b>	<p>Experience of using recruitment processes and systems in a large organisation/high volume environment</p> <p>Recent administration experience within a busy office environment working as part of a team</p> <p>Experience of managing own workload</p>	<p>Preparation of Junior Doctor Work Schedules</p> <p>Using TRAC recruitment system</p> <p>Amending, updating and checking rota patterns to ensure they are compliant ,</p> <p>Junior Doctor Contract rules and regulations</p>	<p>Application form</p> <p>Interview</p>

<b>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</b>	<p>Excellent attention to detail</p> <p>Maintaining confidentiality</p> <p>Good communicator maintaining professionalism at all times</p> <p>Ability to work flexibly</p>	<p>Ability to plan and prioritise in a fast paced working environment</p>	<p>Application form</p> <p>Interview</p>
<b>ADDITIONAL CRITERIA</b>	<p>Occupational Health clearance</p>		<p>Occupational Health questionnaire</p>