

Job Title	Medical Recruitment Co-ordinator		
Agenda for change Band	Band 4	Budgetary responsibility	No budgetary responsibility
Date Reviewed	23/04/2024	Management Responsibility	Trains new staff in own role

Job Summary

The post holder's role includes the day to day delivery of a comprehensive and responsive Recruitment Service within the trust, including providing specialist guidance on advertising, selection process, contract of employment, queries relating to the terms and conditions of Medical and Dental Staff and adherence to the NHS Employment Check standards and ensuring compliance with appropriate employment legislation.

The post holder will be the first point of call for Recruitment queries and issues for managers and other key stakeholders.

General Duties

Core functions of the role

Recruitment and Transactional HR

- To oversee and administer the recruitment and transactions process from 'advert' through to 'unconditional offer', under the direction of the Recruitment Advisor, liaising with relevant managers, clinicians and the Postgraduate Deanery. Managing the recruitment process effectively to ensure excellent candidate and hiring manager experience and minimising time to hire.
- Check all recruitment literature and adverts for compliance with discrimination legislation and best practice. Advise and coach recruiting managers as necessary.
- To support hiring managers with Longlisting/Shortlisting of applicants, proactively speeding up the recruitment time line and supporting unbiased recruitment.
- Pro-actively manage establishment of Junior Doctors liaising with Care Groups Managers within the department, identifying and plan for vacancies.
- Administer the UHS recruitment process in line with all procedural, legislative, statutory and other required standards including but not exclusive to:
 - NHS Employers standards
 - UK Border Agency
 - Professional Registration
 - HR Internal process and desktop procedures

- To review applicant files to ensure all pre-employment standards are met before candidates are issued an unconditional offer letter in time for their pre-set start date.
- To support recruiting managers and managers with queries and provide advice on the recruitment processes and terms and conditions.
- To produce and send out contracts of employment for new starters and variations of contract.
- To determine starting salaries for all medical staff, assessing previous experience in line with terms and conditions of service.
- To deliver recruitment and selection Training to managers across the trust on a rota system.
- Liaise with payroll in order to resolve and action any payroll queries for the Division.
- To ensure KPIs and turnaround times for the processing of adverts and unconditional offers are met.
- Input and maintenance of data onto the HR systems (ESR, TRAC and NHSJobs) relating to all recruitment processes.
- Ensure the Trust is compliant with Home Office guidance when employing overseas nationals and to be responsible for the accurate and timely completion of sponsorship paperwork and evidence upon candidate starting in their role.

Other Duties

- To support with defining and driving proactive recruitment activities across the organisation.
- Identify and prioritise own workload to ensure that objectives are met, escalate issues to Recruitment Team Leader.
- To support with training and development for members of the recruitment team.
- To support the Recruitment Team Leader with reviewing current processes and implementing ideas to improve the recruitment process.
- Undertake any other duties necessary for the effective operation of the department consistent with the nature of the post.
- Compliance with departmental and Trust policy, processes and procedure.

Trust Values

All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values, every patient, every colleague, every day.

Each post holder is expected to ensure they live the values of:



PATIENTS FIRST



WORKING TOGETHER



ALWAYS IMPROVING

These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff, and partners in continuing to improve the experience people have using and delivering our services.

Person Specification

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

Skills and competencies
Admin and clerical skills
Analytical thinking
Attention to detail
Customer service
Coordination
Communication
General IT skills
Microsoft Office skills
Prioritisation
Teamwork
Working autonomously
Working under pressure
Literacy skills

[illegible]

Additional Information

This job description is designed to help post-holders understand what is expected of them in their role though, please note, it focuses upon the core requirements of the post. Other related duties within the employee's skills and abilities will be expected whenever reasonably instructed. The job description may be amended in consultation with the post-holder within the scope and general level of responsibility associated with the post. It is the post-holder's responsibility to ensure that they adhere to all Trust policies, procedures and guidelines relating to their employment, regardless of their position.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time.

Safeguarding

The Trust is committed to safeguarding children, young people, and adults at risk within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person, or adult at risk. The Trust will support you in this process by providing training, support, and advice. There is a Corporate Safeguarding Team who can be contacted for guidance, support, and safeguarding supervision. For children and adults, you should be aware of your responsibilities detailed in UHS policies and procedures and local safeguarding children and adult boards procedures.

Mental Capacity Act 2005

All staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.

Job Reference – JIP THQ/HR/002