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## Job Description

**Job Title:** Recruitment Officer  
**Department:** People Team  
**Reports to:** People Manager

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### Vista's Values:

- We care about people
- We are not afraid to change
- We listen and learn
- We are open and honest
- We work best as a team
- We are proud of Vista

### 1. Purpose of Job

### 2. Main Responsibilities

- 2.1 To support sufficient recruitment activity to ensure that Vista has safe and sustainable workforce to meet its service and business needs.
- 2.2 To coordinate advertising and recruitment campaigns across multiple platforms.
- 2.3 To support colleagues by ensuring the smooth running of the recruitment, on-boarding and induction process on a day-to-day basis.

### 3 Key Activities

- **Recruitment Activity**

- Identify opportunities to attract and engage with potential recruits.
- Prepare for and attend external recruitment events such as job-fairs, open-days and careers events.
- Prepare for, coordinate and manage recruitment days and open days at Vista's venues.
- Work with department managers to understand workforce requirements
- Support the process of recruitment including:
  - Prepare and provide relevant information to support job evaluation

- Draft and place job adverts to attract relevant applicants
  - Respond to queries from potential applicants
  - Collect and collate applications including separation and monitoring of demographic data
- Support the recruitment process including shortlisting and selection processes.
- **Recruitment, On-Boarding and Induction**
  - Support colleagues through the recruitment process to ensure we attract and appoint the best candidates for each role.
  - Engage with successful applicants and support them throughout the on-boarding process including:
    - Issuing relevant documentation in a timely way
    - Identify and undertake all relevant pre-employment checks
    - Ensure pre-employment tasks are completed i.e. Bright HR set up, Email, laptop, security, specific risk assessments or accessibility requirements.
    - Initiating relevant internal processes to set up work-spaces, user accounts on relevant software systems, payroll etc.
  - Follow-through on early induction for all new starters including:
    - Ensure clear induction plan is in place, relevant to role
    - Prepare day-one induction and essential information
    - Supporting the delivery of corporate induction sessions
    - Monitor and, where necessary, support other induction training and support.
  - Ensure that all relevant records are accurate and up to date

#### **4 Other responsibilities:**

- Champion Vista's Values.
- Work with colleagues across the People Team and beyond, ensuring that we work as a team and support each other to succeed.
- Undertake other relevant activities (not always relevant to HR) at the instruction of your line manager.

Prepared by: SH

Revised: 04/2022

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character or level of responsibility entailed. Such variations are common occurrences and cannot in themselves justify a reconsideration of the grading of the post.

### Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<b>Qualifications &amp; Training</b>	GCSE or equivalent English  GCSE or equivalent Maths  Evidence of continuous professional development	Additional qualification in relevant subject area (e.g: Business, HR, Communications)	<u>Application and Interview</u>
<b>Experience &amp; Knowledge</b>	Experience of working in a small team  Experience of working in a similar role that includes communicating with people outside the organisation	Understanding of general good practice in recruitment.  Understanding of the principles of Equality, Diversity and Inclusion.  Experience of processing DBS and/or similar	Application, Interview and Test

		<p>compliance or evidence checks.</p> <p>Experience of supporting trainees/work placements</p>	
<p><b>Skills &amp; Abilities</b></p>	<p>Excellent written and verbal communication skills.</p> <p>Attention to detail.</p> <p>Ability to manage workload and meet deadlines.</p>		<p>Application, Interview and Test</p>
<p><b>Personal Qualities</b></p>	<p>Honest, reliable and trustworthy</p> <p>Discreet and understands confidentiality</p> <p>Warm, empathetic and good at forming effective relationships.</p> <p>Flexible and proactive</p> <p>Patient, tactful and diplomatic.</p>		<p>Application, Interview and Test</p>
<p><b>Other</b></p>			