**JOB DESCRIPTION**

**Job:** Staff Recruitment Supervisor

**Location:** Rustington

**Reports To:** Director of staff and foster career recruitment

**Hours of Work:** 37.5

**Supervisory Responsibilities:** Yes

**Travel Required:** None

**Main Purpose of the role:**

The role involves overseeing the staff recruitment process from enquiry through to HR Compliance, aiming for continuous improvement. It includes managing Recruitment Administrators and Officers to support the activities associated with the promotion and recruitment of quality staff working alongside the Director of Recruitment, Talent Acquisition Team Supervisor, Marketing and Regional teams. To adopt the ‘Potential not Perfection’ strategy and consider all applicants potential to work within the Compass Community services and to incorporate the REACH, Positive Psychology approach in the various stages of the recruitment process.

**Key Responsibilities:**

* To have overarching responsibility and management of the Staff Recruitment Team
* To have an understanding of all aspects of the staff recruitment process and to continually evaluate and assess ways in which the process and procedure can be made more efficient in order to ensure the team are working effectively in giving the candidate the best experience of Compass
* To be responsible for the induction and training of new staff members on the Staff Recruitment Team
* Be responsible for managing/monitoring caseloads and ensuring cover is in place where and when necessary
* To communicate, motivate, support and offer guidance to the team in their roles daily – holding regular updates, tracking progress and that all necessary actions have been followed up
* To understand our applicant tracking system Eploy and implement changes that need to be made to support the process of recruitment
* To liaise with the IT Development Manager in order to increase the efficiency of Eploy in recording recruitment information and increasing effectiveness of reporting whilst
* To drive on all Recruitment KPI, including timescales for incomplete applications, application forms, interview booking and feedback
* Update the team through weekly and monthly meetings on development services across the Compass Community
* To be knowledgeable and understand the Staff Recruitment Strategy and ensure the staff recruitment team and wider stakeholders are working to the recruitment strategy
* To ensure monthly KPI’s /targets are met with daily/weekly review of strategies on how to deliver on these
* Complete supervision’s every 10 weeks, conduct appraisals and PDP’s for the team and ensure all training is completed within time frames
* To report directly to the Director of Recruitment and act on behalf of Recruitment Director and Talent Acquisition Supervisor in their absence
* To be responsible for recruitment training on Eploy, leading and holding workshops with the team as and when necessary/appropriate to provide an update regarding policies and changes to the process

**OTHER RESPONSIBILITIES:**

* To attend weekly staff sufficiency meetings with the Recruitment Supervisor
* To be available to attend Senior Management staff sufficiency meeting as and when appropriate
* To be knowledgeable on regional information and understand the marketplace you are working with and who Key Stake Holders are
* To work as a team and be available to cover /assist other team members

**ADDITIONAL RESPONSIBILITIES:**

* Work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken
* To uphold the confidentiality agreement and respond sensitively and professionally in supporting and maintaining professional relationships with colleagues and all contacts who work with the agency
* To be aware of equal opportunities issues and to work positively towards anti-discriminatory and anti-racist practice
* To represent Compass Fostering in a professional manner at all times
* To complete a timesheet following an event including expenses and travel to process for payment
* Undertake any other duties as requested in line with the purpose of this post

**Professional Standards for All Compass Employees:**

* Adhere to the principles of R.E.A.C.Hbeing Resilient, Educative, Accepting, Child Centred and Holistic.
* Always act with professionalism
* Maintain and role model high standards in attendance, presentation, attitude, behaviour, conduct and punctuality
* Never use inappropriate, discriminatory, or offensive language in any environment
* Always treat children and others with dignity and respect
* Not undermine fundamental values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs to our own individual beliefs
* Express personal beliefs in a way that will not overly influence children and will not exploit children’s vulnerability or might lead them to break the law
* Understand the statutory frameworks they must act within
* Role model, identify prejudice and bullying behaviours

**Knowledge and Skills Required:**

*This section includes the various requirements for the job and will include qualifications, previous experience, licences, physical ability, skills needed to undertake the role. Those marked as essential skills will form the basis when shortlisting candidates.*

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| **Requirements** | Essential | Desirable |
| 1. Leadership: Being able to effectively lead, motivate and develop a team
 | **✓** |  |
| 1. Communication: Strong interpersonal, written and verbal communication skills
 | **✓** |  |
| 1. Adaptability: The ability to adapt to changing business needs and evolving recruitment practices
 | **✓** |  |
| 1. Time management: Ability to prioritse tasks, delegate effectively and ensure that deadlines are met
 | **✓** |  |
| 1. Understanding of recruitment processes and familiarity with applicant tracking system Eploy
 |  | **✓** |

**Please note:** The details contained in this Job Description is not an exhaustive list of duties. You will be expected to perform different duties commensurate with the level of the post as required by the organisation and the overall objectives of the group. The nature of the agency business means that tasks and responsibilities are sometimes unpredictable therefore colleagues are expected to work flexibly when the occasion arises.