

Job Specification

Recruitment and Resourcing Advisor Human Resources

Responsible to:	Assistant Principal – People Services
Responsible for:	Recruitment Co-ordinator, Compliance Co-ordinator
Grade of post:	8 £37,045 - £40,463 (starting at £37,045)
Hours of work:	37 hours
Work location:	Rodbaston Campus - with travel to other campuses as required
Code:	TBC

Job Purpose:

To play a key role in delivering high-quality, timely, and professional recruitment and workforce planning across all curriculum and professional service areas of the College.

The postholder will lead on modernising recruitment practices, strengthening workforce planning, and improving systems and processes to ensure the college attracts, selects, and retains high-calibre staff. Working collaboratively with recruiting managers, the advisor will support a consistent, compliant, candidate-centred approach that reflects the College's values and supports its strategic aims.

Key Duties & Responsibilities

1. Recruitment, Attraction & Selection

- Lead end-to-end recruitment in permanent, temporary, casual and agency staffing ensuring an efficient and positive hiring experience.
- Develop attraction campaigns across job boards, careers pages, and social media to reach diverse, high-quality candidates.
- Document procedures and advise managers on shortlisting, interviewing, and inclusive, safer recruitment practice.
- Manage supplier relationships including with employment agencies and ensure recruitment activity reflects college values, policy, and compliance requirements.
- Develop, report on and take action to ensure KPIs are met including time to hire, vacancy fill rate and candidate experience

2. Workforce Planning & Stakeholder Support

- Support workforce planning by forecasting staffing needs, skills gaps, and recruitment priorities.

- Work closely with managers to align recruitment activity with current and future operational needs.
- Use recruitment data and market trends to inform decisions and improve resourcing outcomes.
- Provide guidance and training to managers on recruitment processes and interview practice.

3. Systems, Onboarding & Improvement

- Improve recruitment systems, workflows, and templates to increase efficiency and enhance candidate experience.
- Maintain the ATS to support accurate data, reliable reporting, and a consistent user experience.
- Oversee onboarding and induction, including pre-employment checks, documentation, and a smooth start for new joiners.
- Streamline or automate processes and resolve delays to improve consistency and reduce admin workload.

4. Compliance, Reporting & Governance

- Ensure recruitment activity complies with employment law, GDPR, safer recruitment, EDI standards, and college policy.
- Oversee pre-employment checks including Right to Work, DBS and qualification checks.
- Oversee the Single Central Record and undertake monthly reconciliation.
- Maintain accurate records and produce reports on time-to-hire, campaign performance, and workforce metrics.
- Use reporting and insights to identify trends, support decision-making, and improve recruitment performance.
- Support internal and external audits and keep recruitment policies, templates, and practices up to date.

5. Supervision

- Provide day-to-day supervision of the Recruitment Co-ordinator and Compliance Co-ordinator workload and performance.
- Set objectives for and ensure development of staff in role.

Other Duties and Responsibilities

- To carry out all duties in accordance with the College's Health and Safety, Safeguarding & Equality & Diversity policies and procedures, practices and procedures.
- Maintain confidentiality and manage sensitive information appropriately.
- Duties may evolve in line with business need.

Safeguarding

The College considers that the job holder for this role should have a DBS Enhanced (Child) disclosure.

PERSON SPECIFICATION

S/L = Short Listing

I= Interview

A=Assessment

Education/Qualifications			
<i>Essential:</i>	S/L	I	A
• CIPD level 5 or equivalent REC qualification or proven equivalent end-to-end recruitment experience	X		
• GCSE Grade 4 or equivalent in English and Maths	X		
Experience and Technical Skills			
<i>Essential:</i>	S/L	I	A
• Proven experience of managing people.			
• Proven experience of utilising modern recruitment methods, digital attraction, and social media use.	X	X	
• Understanding of the legislation relevant to recruitment and equality	X	X	
<i>Desirable:</i>			
• Able to manage suppliers to ensure value for money	X	X	
• Experience in improving systems, processes, or workflows relating to recruitment	X	X	
• Experience of recruiting in the education sector or a regulated environment.	X		
• Knowledge of safer recruitment and employment legislation.		X	
• Familiarity with applicant tracking systems and HRIS platforms		X	
Personal qualities and attributes			
<i>Essential:</i>	S/L	I	A
• Strong organisational skills with the ability to manage multiple campaigns simultaneously.	X	X	
• Collaborative approach with the ability to build strong relationships across the organisation		X	
• Commitment to inclusion in recruitment and wider workforce operations	X	X	
• Able to handle sensitive information with discretion	X	X	
Other Requirements			
<i>Essential:</i>	S/L	I	A
• Enhanced DBS (Child) through the Update service (or willingness to be subject to a check)		X	

• Able to travel between sites in a timely way as required	X	X	
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