

## Job Description

<b>Job Title:</b>	Resourcing Co-ordinator
<b>Location:</b>	Luminate Education Group – Park Lane Campus, Leeds Hybrid role
<b>Salary:</b>	LC6
<b>Reports to:</b>	Head of Resourcing
<b>Staff responsibilities:</b>	None
<b>Working hours:</b>	37 hours per week (full time)
<b>Probation period:</b>	6 Months subject to periodic reviews
<b>Safeguarding:</b>	All posts are subject to an enhanced Disclosure and Barring Service check.
<b>Date of compilation:</b>	April 2023

### CORE RESPONSIBILITIES:

1. Understand the Luminate Education Group Business and People Strategy and support the Resourcing team to deliver key objectives from within the Resourcing strands.
2. Follow the Safer recruitment policy at all times and support hiring managers with any queries regarding the appointment of permanent and/or agency staff.
3. Assist with the development and delivery of attraction activities including the creation of high- quality recruitment communication materials and placement of adverts on external job boards and social platforms.
4. Assist with sourcing candidates for Luminate Education Group vacancies, across teaching, management and support services roles.
5. Support the Resourcing Team to build and maintain a compelling online presence using a variety of social media platforms
6. Ensuring that the Applicant Tracking System (ATS) is kept up to date and that the data is accurate at all times.
7. Provide support to hiring managers and internal stakeholders for internal ATS related queries
8. Support the Resourcing Team by providing information including reports and metrics from the ATS and wider sources.
9. Co-ordinate and help deliver recruitment campaigns and events.

10. Be responsible for the processing of purchase orders and invoices for the Resourcing Team.

#### **DEPARTMENTAL RESPONSIBILITIES:**

Deliver an enabling and responsive, customer-focused HR and OD service

Work collaboratively and consultatively across the Group to ensure the service proactively supports managers, employees and key stakeholders

Commitment to the delivery of a professional manager-led HR and OD (People) Service

Contribute towards service cross-functional projects and work streams

Improve and maintain internal relationships with Luminate Professional Services teams, such as Health & Safety, Estates, MIS, Finance, IT, Capital Projects and Student Recruitment and Marketing, Student Life and QTL

Contribute to and actively support the Wellbeing Strategy

Cultivate strong partnership working with all internal, external stakeholders including the Trade Unions, developing positive working relationships through effective engagement and communication

#### **GROUP RESPONSIBILITIES:**

Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in review and development schemes

Comply with group safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy

Comply with all policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional Standards  
Manage and promote restorative practice approaches and the strengthening of relationships

Comply with all legislative and regulatory requirements

Promote a positive image of Luminate Education Group

Any other duties commensurate with the level of the post, which may be required from time to time

## Person Specification

<b>Job Title:</b>	Resourcing Co-ordinator
<b>Department</b>	Human Resources and Organisational Development

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

<b>Qualifications &amp; Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Educated to Level 2 or above in English and Maths or equivalent qualification (for example GCSE grade C or GCSE grade 4)	A/C
D	Q2. Appropriate professional HR or recruitment qualification Level 3 or above or working towards (for example CIPD)	A/C
<b>Experience &amp; Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Experience of working in a customer focused administrative role	A/I
D	EK2. Up to date knowledge of Safer Recruitment and experience of Safer Recruitment practices/procedures.	A/I
D	EK3. Knowledge and experience of working with HR/resourcing systems and procedures including Applicant Tracking Systems (ATS).	A/I

D	EK4. Knowledge and experience using different platforms for advertising/promoting vacancies including social media and job boards.	A/I
E	EK5. Experience of managing a variety of administrative tasks and working to deadlines	A/I
D	EK6. Up to date knowledge of recruitment best practice and relevant employment law	A/I
E	EK7. Experience of liaising and working collaboratively with internal and external stakeholders, with the ability to develop highly effective working relationships at all levels.	A/I
D	EK8. Experience of the administration of budgets including creating and processing of purchase orders.	A/I
D	EK9. Experience of running reports and metrics, ideally on recruitment/resourcing activity.	A/I
D	EK10. Experience of researching information and presenting in a concise format.	A/I
<b>Skills &amp; Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Excellent organisational, planning and prioritisation skills, including the ability to plan and prioritise own workload	I
E	SC2. Excellent oral and written communication skills, including the ability to draft correspondence to a high standard of presentation and accuracy.	A/I/T
E	SC3. Strong initiative and professional judgement, with the ability to make independent decisions and effectively address problems.	I
E	SC4. Ability to prioritise, meet deadlines, multi task, work independently and as part of a team.	I
E	SC5. The ability to work to short deadlines without compromising quality and standards.	I
E	SC6. Ability to contribute towards improving service delivery and/or processes with cost effective solutions in HR and OD or across the Luminate Education Group.	I
E	SC7. Ability to provide outstanding levels of customer service.	A/I

**Behavioural, Values & Ethos****Essential (E)  
Desirable (D)****Criteria****Method of  
assessment**

E	Support and promotion of equality, diversity and inclusion	A/I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I
E	Commitment to Group values	I