

## Job Description

<b>Job Title:</b>	Recruitment Resourcer
<b>Location:</b>	Luminate Education Group – any campus Expected to travel to all sites in the group
<b>Salary:</b>	Grade C
<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 2024

### CORE RESPONSIBILITIES:

1. Deliver recruitment support to hiring managers in line with the Luminate People Strategy and Recruitment Policy.
2. Ensure Safer recruitment government guidance is adhered to at all times
3. Source candidates using a variety of sourcing strategies inc social media, Boolean searches etc
4. Provide expert advice to hiring managers on the best ways to attract candidates to find the right person for the job
5. Create and post adverts on external job boards and social platforms.
6. Support the wider Resourcing Team to build and maintain a compelling online presence using a variety of social media platforms
7. Ensure that the Applicant Tracking System (ATS)/Recruitment system is kept up to date and that the data is accurate at all times.
8. Provide support to hiring managers and internal stakeholders for internal ATS related queries
9. Raise the profile of Luminate Education Group by attending careers fairs and industry events
10. Co-ordinate and help deliver recruitment campaigns and events

## **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

<b>Job Description</b>	
<b>Compiled By:</b>	Luminate Education Group
<b>Compilation Date:</b>	April 2024



## Person Specification

<b>Job Title:</b>	Recruitment Resourcer
<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 previous recruitment role either Agency or inhouse	A
D	EK2. Up to date knowledge of Safer Recruitment and experience of Safer Recruitment practices/procedures.	A/I
E	EK3. Knowledge and experience of working with resourcing systems and procedures including Applicant Tracking Systems (ATS).	A/I

E	EK4. Knowledge and experience of different platforms for advertising/promoting vacancies including social media and job boards.	A/I
E	EK5. Experience of supporting a number of permanent vacancies from entry to senior level	A/I
E	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 creating engaging job adverts for different platforms	A/I
<b>Skills &amp; Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Experience of sourcing permanent candidates using a variety of sourcing strategies including LinkedIn, Boolean searches.	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
E	SC3. Excellent 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.	I
E	SC8. Driving licence and use of own car to work across sites when required	I
<b>Behavioural, Values &amp; Ethos</b>		

Essential (E) Desirable (D)	Criteria	Method of assessment
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E	Support and promotion of equality, diversity and inclusion	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