

**JOB TITLE: Resourcing Administrator**

**Job Description**

**Reports to: Resourcing Manager**

**Grade: Admin A1**

**Safety Status: Non-Safety Critical**

**Date version agreed: July 2020**

**1. Job Purpose**

To provide a professional, efficient and coordinated administrative support to West Midlands Trains recruitment team, acting as key support to the Resourcing Advisors & Managers in all recruitment processes, including, internal and external advertising, Interview support, testing, reference checks, contracts (plus other ad hoc advisory and administrative support as and when required).

**2. Safety Detail’s**

A; This role requires security clearance (for e.g. running of special trains) NO

B; This role is required to hold relevant Track Safety Competence (PTS) NO

C; This is a Safety Critical Work Post NO

D; This is a ‘Key Safety Post’ NO

E; Reference to this post is included in the Company Safety Certification documents NO

F; This role manages employees (undertakes specific tasks indicated in the occupational & operational standards manuals) NO

G; This role manages locations (undertakes specific tasks indicated in the occupational & operational standards manuals) NO

**3. Dimensions**

**A. Financial: No Budget Responsibility**

**B. Staff: No Direct Reports**

**4. Principal Accountabilities**

• Engage with Resourcing Advisors to establish administration needs from outset; regularly monitor and review recruitment progress and respond accordingly.

• Maintain, review & develop job descriptions, interview frameworks, selection and testing criteria associated with specific roles. Strive for transparent consistency with documentation

• Advertise roles on internal & external websites

• Arrange for roles to be advertised on external websites including Totaljobs, Facebook & Working Mums through our supplier Talentspa

* Promote roles & opportunities on LinkedIn where appropriate
* Liaise/review service with advertising agencies where necessary

• Liaise/review service with recruitment agencies where necessary

• Suggest suitable attraction strategies whilst keeping costs as low as possible (in conjunction with advertising agencies where necessary)

• Undertake & arrange selection and testing procedures and make recommendations where necessary

• Arrange interview dates/venues and invite candidates in conjunction with hiring managers

• Provide feedback from the interview panel to unsuccessful candidates on request

• Raise and offer contracts of employment, ensuring contracts issued are correct and up to date

• Liaise with HR Services & payroll to effect job changes and appointments, via use of Oracle

• Ensure all aspects of process are undertaken in a fair, non-discriminatory manner

• Engage with recruitment campaigns and any process improvements for future

• Undertake HR projects as determined by line manager

• Attend jobs/careers events across the WMT geography, forging positive relationships and networks as and when required

• Creating and maintaining recruitment trackers

• Engage with the wider HR team to discuss any internal applications (e.g. welfare issues that may impact recruitment)

• Any other duties as required

**5. Context**

**A: Operating Environment:**

High volume recruitment coupled with specialist recruitment will generate numerous queries and administrative tasks so crucial for the post holder to have strong organizational abilities together with the ability to multi-task, prioritise and manage expectations at all times. Requires a robust nature/personality with a positive approach to recruitment and associated activities

**B: Framework and Boundaries:**

Understanding of employment law with regards to Equality and Right to Work, ensuring we operate within the legislative boundaries governing all selection process

**6. Relationships**

**A: Reporting lines – Reports to Resourcing Manager**

**7. Knowledge and Experience**

**Essential**

* Experience with high volume recruitment
* Strong, proven stakeholder management skills
* Excellent organisation and time management
* Awareness of employment law matters with regards to recruitment
* Able to work under pressure and to strict deadlines with conflicting priorities
* Excellent communications skills, written and verbal
* Strong focus on building customer relationships
* Experience using an online Applicant Tracking System
* Ability to directly source candidates for specialist roles
* Articulate and confident communicator

**Desirable**

* Full end to end recruitment experience

• Knowledge and experience of recruiting in the UK market for multiple job disciplines

• CIPD Associate / BPS Level 1 qualified (level 2 desirable)

**8. Job Challenge(s):**

Whilst the role is based from Head Office, there is an expectation that the post holder may travel across the network to provide interview support alongside Hiring Managers, this will require flexibility in terms of start/finish times.

**9. Additional Information**

May be required to provide an effective end to end vacancy management for non-safety critical roles and ad-hoc non-management positions that meets the needs of individual hiring managers.

**10. Sign off**

**Job Holder:……………………………………………….. Date:………………..**

**Manager:………………………………………………….. Date:………………..**