JOB DESCRIPTION

Jo	b Details						
Jo	b Title:	Recruitment Administrator					
Fu	inction:	Route Services					
Jo	b Reports To:	Recruitment Team Manager					
Lo	cation:						
Jo	b Number:						
Fa	mily:	Administration	Level:	1	Band:	6	
(Fu	Il details on Family, Level and Band	d can be obtained from Human Resources)					
Jo	b Purpose						
as Ra	sisting in the delivery of l	uitment service to the business. Focuss ocal Key performance indicators and secondance with statutory, regulatory, con	ervice level agreer	nents	within Ne	etwo	rk
Sa	fety Details						
1.	This job MANAGES EMPLO identified in the Managers' Hand	YEES (review and undertake the management ad	ccountabilities YES	3	NO		
2.	This is a KEY SAFETY POS	T (Section 4.1.2 of the Health & Safety Manageme	ent System) YES	3	NO	/	
3.	This job requires SECURITY	CLEARANCE (e.g. Running of Special Trains)	YES	3	NO		
4.	This is a SAFETY CRITICAL Management System)	WORK POST (Section 4.1.3 of the Health & Sa	<i>fety</i> YES	3	NO ,		
5.	The job holder is required to	hold a relevant TRACK SAFETY competence	e YES	3	NO Y	/	
	(refer to the Job Description gui	delines for detailed information on TRACK SAFET	Y competences)				

Key Accountabilities

- 1. Deliver a right first time administration and advice service to hiring managers covering the complete recruitment lifecycle. Including but not limited to, creation of adverts, candidate shortlists, interview pack submissions, invites for interviews, verbal offers and verification of employment history.
- 2. Deliver quality administrative outputs to prevent rework. Deliver the compliance to the administration of the recruitment internal processes.
- 3. Assist hiring managers with interview preparation including interview criteria and the business competency based selection method.
- 4. Encourage and coach managers on the importance of recruitment and selection fairness and consistency and signposting to the business Diversity & Inclusion policy.
- 5. Provide transparency of the recruitment process to candidates and applicants, dealing with their queries in a timely and customer focussed manner.
- 6. Take personal ownership for the recruitment activities allocated, be aware of related measures and work with others to achieve your Key performance indicators which in turn contribute to the efficient, lean and effective running of recruitment within shared services.
- Operate within the pre-agreed recruitment control framework, demonstrate a control mind set.
 Continually review the local framework for adherence, where gaps are identified take personal
 ownership to define, socialise and embed improvements. Work with all parties to reduce risk and the
 cost of control
- 8. Develop / continually improve relations with key stakeholders, play your part in embedding a customer centric culture where all team members consider the impact on customers and their future requirements
- 9. Support the Network Rail better day every day initiative by highlighting areas of potential

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improvement at the daily / weekly focus groups

Job Skills, Experience and Qualifications

Essential

- Excellent communication skills
- Able to demonstrable excellent customer service skills
- High levels of data accuracy and attention to detail
- · Ability to manage multiple administration tasks and prioritise in line with agreed team targets
- Understanding of data protection legislation
- Exceptional customer focus/engagement
- Proven administrative / analytical skills
- Experience of delivering continuous improvement

Desirable

- Occupational knowledge of shared services and/ or working in a volume driven recruitment environment
- Educated to degree level or equivalent
- ORACLE eBusiness Suite experience
- Practical experience in elements of the recruitment lifecycle (ie advertising a vacancy, booking an interview, managing correspondence to candidates).

Job Description Briefing							
Date Job Description issued to, discussed with and understood by Post Holder							
Name of Post Holder:Signature:Signature:							
(I confirm I have been briefed on the requirements of this Job Description and other related documents)							
Name of immediate superior: Signature: Signature:							
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(I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)							
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