

Job Details			
Job Title:	Recruitment Administrator		
Function:	Route Services		
Job Reports To:	Recruitment Team Manager		
Location:			
Job Number:			
Family:	Administration	Level:	1 Band: 6
<small>(Full details on Family, Level and Band can be obtained from Human Resources)</small>			
Job Purpose			
Delivering a first class recruitment service to the business. Focussing on excellent customer service whilst assisting in the delivery of local Key performance indicators and service level agreements within Network Rail Shared Services in accordance with statutory, regulatory, contractual, customs & excise and group policy and regulations.			
Safety Details			
1. This job MANAGES EMPLOYEES <i>(review and undertake the management accountabilities identified in the Managers' Handbook)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
2. This is a KEY SAFETY POST <i>(Section 4.1.2 of the Health & Safety Management System)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
3. This job requires SECURITY CLEARANCE <i>(e.g. Running of Special Trains)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4. This is a SAFETY CRITICAL WORK POST <i>(Section 4.1.3 of the Health & Safety Management System)</i>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
5. The job holder is required to hold a relevant TRACK SAFETY competence <small>(refer to the Job Description guidelines for detailed information on TRACK SAFETY competences)</small>	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Key Accountabilities			
<ol style="list-style-type: none"> 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. 7. 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 			

