



<p><b>Job Title:</b> Talent Acquisition Assistant <b>Reporting to:</b> Talent Acquisition Manager <b>Base:</b> The Roundhouse, Derby with hybrid working at home and travel to other campuses as required</p>
<p><b>Hours:</b> 37 hours per week <b>Contract type:</b> Support <b>Holidays:</b> 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days <b>Salary:</b> £24,921 per annum</p>
<p><b>Job Purpose</b></p> <p>As part of the Human Resources (HR) Talent Acquisition Team, provide a proactive, effective and efficient support service which is compliant with current policies and procedures, best practice and legislation.</p>
<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"><li>• Processing all aspects of recruitment and selection including drafting job adverts, posting job adverts (on job boards and social media), preparing and distributing documents for shortlisting, booking interviews, collating interview packs and candidate communication.</li><li>• Ensure and maintain an excellent candidate journey throughout the recruitment process by liaising with candidates in person, via telephone and email.</li><li>• Provide a high level of service to internal stakeholders including hiring managers and the wider HR team.</li><li>• Manage the vacancies and candidates on the recruitment ATS, making sure that they are at the correct status and that data is accurate.</li><li>• Accurately track the progress of all vacancies that are upcoming and in progress, monitoring application numbers and making sure the recruitment process is expedited efficiently.</li><li>• Use CV databases to proactively source suitable candidates for 'hard-to-fill' roles as required.</li><li>• Providing performance data and reports to the Talent Acquisition Manager and assisting with the production of management reports as required.</li><li>• Manage the HR recruitment email account and respond to enquiries received, ensuring they are assigned/escalated as appropriate and receive high levels of customer service.</li><li>• Oversee the Derby College Group recruitment social media pages and respond to any queries submitted.</li><li>• Liaise with recruitment agencies as required to arrange temporary staff cover and source permanent candidates if needed, ensuring compliance with vetting information.</li><li>• Represent the College at careers fairs, including stand set up and speaking with prospective applicants.</li><li>• Assist with pre-employment checks such as identity and safeguarding prior to commencement of employment.</li><li>• Update and maintain electronic and paper candidate/new employee files and records containing employment-related information.</li><li>• Assist in the maintenance and ongoing development of recruitment processes and systems.</li><li>• Ensuring that KCSIE Safer Recruitment practices are always followed.</li><li>• Provide support and cover for other Assistants within HR to ensure the continuity of all HR operational activities during periods of absence and at key times of the month/year.</li><li>• Ensure that records are kept in accordance with the Data Protection Act.</li><li>• Attend meetings and participate in staff training events to maintain relevant skills and knowledge as appropriate.</li><li>• Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.</li><li>• Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College's workload.</li></ul>

**Competencies**

- Communicate clearly at all levels both in writing and orally
- Interpersonal and relationship building skills
- Customer service skills
- Organised with good attention to detail, achieving high levels of accuracy
- Prioritise work and meet conflicting deadlines
- Problem solving
- Generating reports and presenting data
- IT literate and comfortable working with different systems and processes, including the Microsoft Office suite

**Knowledge & Experience****Essential**

- An understanding of the current challenges/opportunities within recruitment in the UK, and particularly the further education sector
- An understanding of the Equality Act and its impact on recruitment
- Knowledge of the KCSIE legislation and its impact on recruitment
- An understanding of GDPR and the Data Protection Act

**Desirable**

- Experience of working within talent acquisition/recruitment
- Administration experience

**Qualifications****Essential**

- Level 2 English and maths qualifications

**Desirable**

- Level 2 IT or Business Administration qualification
- Level 3 HR qualification