



Royal College of Anaesthetists

Recruitment and Onboarding Officer

Directorate: People and Operations

Reports to: Head of People and Culture

Band: B

1.1 Job purpose

The purpose of this role is to provide a comprehensive and first-class recruitment and onboarding service to the College and all prospective candidates.

This includes, being the first point of contact for managers, candidates and new starters, working with hiring managers to ensure that they are equipped with the knowledge, skills and resources to attract and recruit the best talent for their teams and ensuring the College remains competitive and attractive in the external market.

1.2 Key tasks and responsibilities

Recruitment

- Be the first point of contact for all recruitment queries and advice
- Manage the RCoA Careers Team inbox; ensuring emails are reviewed and responded to in a timely and efficient manner
- Manage the end-to-end process for all vacancies within the College
- Manage the College's Authority to Recruitment (ATR) process
- Provide hiring managers with advice on the recruitment and selection process from role release through to onboarding, in line with the College's Recruitment Policy, promoting Equality, Diversity and Inclusion (EDI) at all times
- Work closely with hiring managers to produce accurate and legally compliant job descriptions and job adverts
- Identify appropriate job boards / platforms to place our adverts
- Manage the RCoA Careers page, ensuring it is fit for purpose, engaging and up to date
- Review all applications received and provide hiring managers with a shortlist, based on their requirements
- Liaise with candidates (internal and/or external) and coordinate telephone, face-to-face and remote interviews and/or assessment days
- Act as an interview panel member, as and when required
- Provide candidates with constructive feedback during and after the recruitment and selection process
- Extend employment offers to successful candidates

Onboarding

- Be the first point of contact for all onboarding queries and advice
- Manage the RCoA Onboarding Team inbox; ensuring emails are reviewed and responded to in a timely and efficient manner
- Ensure all offer letters, contracts of employment and other contractual paperwork comply with HR best practice and employment legislation
- Manage the onboarding process to ensure all pre-employment checks are carried out in a timely and efficient manner

- Liaise with new starters to ensure their onboarding runs smoothly and without delay
- Liaise with line managers to ensure they are kept up to date on their new starter's onboarding journey
- Work with line managers to organise their new starter's induction, training, and IT / workstation equipment

Other Duties

- Produce a monthly recruitment and onboarding report, against agreed measures including (but not limited to) number of vacancies, time to hire, source and number of applications etc.
- Ensure all HR Information Systems (HRIS) and data is used and maintained in line with the College's HR and Information Governance policies, and General Data Protection Regulation (GDPR)
- Review and recommend improvements / enhancements to the College's systems, processes and/or policies, ensuring that they are customer and EDI focused
- Undertake any other duties which might reasonably be required by the Head of People and Culture

1.3 Qualifications, skills, knowledge and experience

- Comprehensive recruitment experience, ideally in-house, managing the end-to-end recruitment and selection process i.e., role release to onboarding
- Experience of dealing professionally with a variety of internal and external stakeholders and the ability to form good working relationships at all levels
- Experience of managing and administering various HRIS or Recruitment Management System (RMS)
- Ability to work independently and proactively as part of a small team
- Proven organisational skills and excellent attention to detail
- Excellent communication skills, both written and verbal
- Understanding of HR legislation, policy, and best practice
- Intermediate level skills with Microsoft software, including Word, PowerPoint, Excel, Teams, and Outlook

Signature:

Name:

Date: