



## Person Specification

Job Title

**Recruitment & Compliance Advisor**

### Qualifications



#### Essential

- Level 2 English and maths

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#### Desirable

- Associate Diploma in HRM (CIPD) or working towards

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### Key skills

#### Essential

- Excellent written, oral and interpersonal skills
- Prioritise competing deadlines while maintaining a high level of accuracy
- Identify gaps, risks or inconsistencies in processes and records and take practical steps to resolve them
- Use HR systems, recruitment platforms and Microsoft Office confidently
- Develop and improve processes, using technology where appropriate to reduce duplication, improve consistency and minimise risk
- Handle confidential and sensitive information in accordance with UK GDPR
- Ability to build effective working relationships with colleagues across all departments and external organisations
- Ability to work on own initiative without close supervision

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### Experience

#### Essential

- Managing or coordinating end-to-end recruitment processes
- Working in a role where compliance, accuracy and record keeping are vital
- Supporting managers with advice, guidance and best practice
- Coordinating or monitoring pre-employment checks in a regulated sector
- Maintaining, reviewing or auditing HR, recruitment or compliance records
- Using an online recruitment, HR or applicant tracking system to manage recruitment activity and improve process efficiency
- Line management or supervising administrative posts

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#### Desirable

- Education, adult social care recruitment experience

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### Knowledge

#### Essential

- Safer recruitment principles, relevant employment law and the importance of robust recruitment checks and processes in regulated environments
- How technology, self-service systems and resources can improve recruitment, compliance and user experience.
- UK GDPR

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#### Desirable

- Appreciation of the organisation needs of a 24/7 business

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### Other personal requirements

#### Essential

- Flexibility to work non-standard hours
- A respectful and inclusive attitude to service users and colleagues

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✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview