Recruitment Administrator
Role Profile

Purpose

As a member of Business Support this role will involve supporting the recruitment function with a particular focus on the onboarding process. Providing administrative support to our Recruitment Co-ordinators and Hiring Managers, you will ensure that the onboarding process is followed in accordance with the organisation's policies, procedures and that service level agreements are met. You will also be responsible for ensuring that that our candidates have a timely, welcoming and engaging experience joining our organisation

Duties & Responsibilities

- Manage all aspects of the candidate onboarding process.
- Be the first point of contact for candidates through the onboarding process.
- Ensure all necessary checks are started, processed and updated as quickly as possible, including PVG applications, references and SSSC registration checks.
- Ensure conditional offers of employment and onboarding documents are issued and processed within service level agreements and in accordance with HR policies and guidelines.
- Conduct candidate identification checks to support our Right to Work checks and the PVG/Disclosure Scotland application process.
- Ensure reference contact details provided by candidates meet Safer Recruitment guideline standards.
- Request references and follow up with referees if not received within timescale.
- Process PVG/Disclosure Scotland applications and liaise with candidates and Disclosure Scotland to ensure applications are completed and processed within agreed service levels.
- Liaise with Hiring Managers to ensure that interview records are uploaded and stored on the ATS (Applicant Tracking System).
- Highlight areas of concern noted in Health Questionnaires, references and PVG/Disclosure Scotland checks to Recruitment Co-ordinators where applicable.
- Check references returned match information given by candidates on their applications and highlight any discrepancies to Hiring Manager for further discussion.
- Document progress of onboarding and contact to candidates on the ATS, making use of the notes facility.
- Conduct weekly check-ins with candidates to ensure that they are kept up to date with progress throughout the onboarding process.
- Liaise with Hiring Managers once pre-employment checks are complete to confirm a start date and complete the onboarding process on the ATS.
- Issue contracts of employment to candidates once pre-employment checks are complete and start date is confirmed.
- Assist and support the Recruitment Co-ordinators and Hiring Managers with the recruitment and selection process when required.
- Always set a professional image to all candidates during each stage of the recruitment and selection process.
- Respond to all recruitment enquiries liaising with other colleagues where needed.
- Ensure Cornerstone is positively promoted in all stages of the recruitment and selection process.
- Carry out any other duties relevant to the post.

Outcomes & Approach

- Develop professional and proactive relationships with colleagues and other key stakeholders.
- Act as a role model for Cornerstone's vision and values and encourage others to do the same.

Continuous Professional Development

- Use your own initiative to develop and be confident in your own abilities, seek guidance and support where necessary, while also being personally accountable.
- Ensure full awareness of relevant regulations and legislation, including Health & Safety, SSSC Codes of Practice, National Care Standards and Cornerstone internal policies and procedures.

Person Specification

No.	1. Qualifications *	Requirement	Measured Via
1.1	Educational Qualifications SCQF Level 5-7 Professional qualification in a related discipline, or willingness to work towards a professional qualification in a job related subject.	Desirable	Application
	2. Skills, Abilities & Competencies		
2.1	Ability to produce accurate written work which is user friendly and tailored to the audience to inform and influence decision making	Essential	Application/ Interview
2.2	Well-developed and effective communication skills; both written and verbal	Essential	Application/ Interview
2.3	Excellent customer service skills	Essential	Application/ Interview
2.4	Ability to work on your own initiative using existing guidance, policies and procedures with minimal support on recruitment related matters	Essential	Application/ Interview
2.5	Ability to be creative and bring new ideas for consideration to improve working practices and recruitment	Essential	Application/ Interview
2.6	Ability to build effective working relationships	Essential	Application/ Interview
2.7	Ability to prioritise a busy workload and make sound decision in terms of priority	Essential	Application/ Interview
	3. Experience		
3.1	Previous experience of working in an administrative role	Essential	Application/ Interview
	4. Knowledge		
4.1	Extensive experience of Microsoft Office software (e.g., Word, Excel, PowerPoint, Teams, Outlook, etc.)	Essential	Application/ Ability Test/ Interview
	5. Values		
5.1	A strong commitment to professionalism and quality, combined with a practical 'can do' approach.	Essential	Interview
5.2	A caring and professional approach to work with a willingness to commit to your own professional development	Essential	Application / Interview

*At Cornerstone we are keen to attract employees whose own values and approach to work complement our purpose, vision, and values. Qualifications, experience, and competencies can predict and impact on your potential performance, however values and approach are essential.