**Job Description**

**NHS Professionals Limited**

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| **Job Title:** | Allied Health Professionals Recruitment & Placement Consultant |
| **Level:** | 1 |
| **Location:** | Hemel Hempstead |

# Role

The post holder will be responsible for the recruitment and placement of Allied Health Professional Flexible Workers to meet demand within client trusts.

This will include analysing demand from client Trusts and working with the Allied Health Professionals and service delivery teams and team managers to operate a recruit to demand model that meets the targets to increase shift fill.

The role will be responsible for attracting, recruitment, administration and pre interview and the subsequent placement of these applicants into the Trusts that they are responsible for managing. This will include the management of placements of Allied Health Professional Workers and work with staffing agencies to fill Trust requirements.

**Organisational Position**

[insert org chart]

## Responsibilities

* To recruit suitable flexible workers based on Trust demand within agreed time frames and to subsequently place the admin and clerical staff recruited in their client Trusts. Showing responsibility for future demands of service delivery ensuring that the right numbers of staff with the correct skills mix are recruited and provided to our client NHS trusts.
* Provide advice to candidates on the suitability of various positions taking into account their experience, training and further developments.
* Screen and short list admin and clerical candidates against agreed criteria and invite successful applicants to interview.
* Carry out all Allied Health Professionals recruitment tasks post interview including the obtaining/chasing of references, auditing application documentation ensuring it is filled out correctly, checking applicants eligibility to work, completing DBS checks and reporting discrepancies to team manager, booking appropriate training and issuing NHS Professionals name badge
* To proactively fill clients Allied Health Professionals requests increasing shift fill particularly by NHS Professionals flexible workers. To be responsible for the day-to-day management of specific trusts, secondary agencies and its flexible workers in regards to admin and clerical and allied health professionals placements.
* Monitor, record and report progress on fulfilling those requirements to all points of contact
* Outsource all unfilled shifts to secondary agencies as agreed and approved by the appropriate mechanisms.
* To provide feedback to Allied Health Professionals workers about their performance and offer suggestions on how to improve this.
* To organise and arrange meetings/interviews between client NHS Trusts and Staff interested in placements as well as providing C.Vs of Flexible workers to requesters upon request.

# Accountabilities

* Ensuring that applications to join NHSP bank are handled effectively and efficiently with full compliance, full life cycle from attraction to registration via validation, meeting or exceeding agreed KPI’s.
* Dealing with Flexible Workers recruitment queries such as CRB’s, Mandatory training, occupational health etc. Also advising candidates and department managers how long it takes to join NHS Professionals and the best route to take to employ members of staff.
* Manage and build up a portfolio of client’s requests as well as a portfolio of NHSP staff interested in placements updating their availability and skills on a regular basis
* Facilitate job matching, analysis and evaluation as reflected within the client NHS Trusts placement requirements against NHS Professionals staff availability and skills.

# Key Values

In addition to undertaking the duties as outlined above, the job holder will be expected to fully adhere to the following:

**Equality and Diversity**

To act in accordance with NHS Professional’s Equality and Diversity Policy, this is designed to prevent discrimination of any kind.

**Health and Safety**

Ensure that all duties are carried out in line with NHS Professional’s Health and Safety Policy.

**Corporate Image**

Adopt a professional image at all times.

**Risk Management**

Responsibility for reporting complaints, incidents and near misses through the Complaints and Incidents Management System (CIMS).

Responsibility for attending health and safety training as required.

Responsibility for assisting in risk assessments.

**Scheme of Delegation**

To comply with the Scheme of Delegation - this requires any employee to declare an interest, direct or in-direct, with contracts involving the organisation.

**Note**

This job description reflects the current requirements of the role. As objectives, duties and responsibilities change and develop; the job description will be reviewed and amended or updated as required.

**PERSON SPECIFICATION**

**POST: Recruitment Services Consultant**

**DEPARTMENT: Placement Services**

**LINE MANAGER: Placement Services Manager**

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| --- | --- | --- | --- | --- |
| **Attribute/Skills** | **Essential**  *(When applying for this job it is important you fulfill all these essential requirements. If you do not you are unlikely to be interviewed)* | | **Desirable**  *(When applying for this job it is desirable you fulfill these requirements. However, if you do not you may still apply and may be interviewed***)** | **Measurement**  **A / C / P / R / T** |
| **Qualification &**  **Knowledge** | * GCSE Maths and English (or equivalent) * Excellent knowledge of using different databases to facilitate organizational data flow. | | * NVQ Level3 or equivalent * Educated to A level standard * Knowledge of modern working practices within public and private sectors. | **A / T / C** |
| **Experience** | * Familiarity with using Microsoft Office applications, in particular Word and Excel. * Experience of working in a customer service environment | | * Experience of working in the NHS * Familiar with NHS terminology * Experience of working in a temporary staffing environment | **A / I /** |
| **Communication &**  **People Skills** | * Excellent verbal and written communication skills * Excellent telephone manner to communicate with a broad range of people. * Ability to establish and maintain good working relationships within a busy team in an open-plan office environment | |  | **A / I** |
| **Organisational Skills** | * Demonstrable customer care experience * Ability to use own skills for use in database analysis and presentation work. * Ability to prioritise within own work load appropriately with ability to approach work in a methodical manner and to deadlines. * Electronic messaging and diary management. | |  | **A/I** |
| **Specialist Knowledge / skills** | * Ability to use own initiative in an appropriate manner and work without direct supervision * Logical and creative approach to problem   solving   * Is able to build rapport and relationships quickly and successfully. * Able to work in a fast paced and target driven | |  | **A/I** |
|  |  | environment. |  |  |
|  | • | Ability to remain calm under pressure |  |  |
|  | • | Flexible and adaptable attitude to work |  |  |
|  | • | Professional approach |  |  |
|  | • | Self motivated team player |  |  |
|  | • | Good time management |  |  |
|  | • | Strong desire to succeed. |  |  |
| **Physical Skills** |  | • Must be able to pass pre employment |  |  |
| **Equality** |  | • Candidates should indicate an acceptance of and commitment to the principles underlying the SpHA’s Equality and  Diversity and Health and Safety Policies. |  |  |

A = Application Form, C = Certificate, I = Interview, P = Pre-employment health screening, R = References, T = Tests/presentation