

## Job Description

**Job Title:** Clinical & Agency Recruiter

**Responsible to:** *Head of Recruitment and SW HR*

**Location/Base:** **Hybrid – With requirement to attend HUC sites and engagement events when required.**  
(Recruitment team meetings bi-monthly at Welwyn Garden City. Engagement events in the East of England and Southwest are expected to be approximately one or two days a month. Travel and expenses will be paid in line with our expenses policy.)

**Hours per Week:** 37.5 with flexibility to cover occasional evening engagement events or interviews.

**Key Relationships:** *[Executive Board, Senior Leadership Team, CCGs, Registered Managers and Heads of Teams, GPs, Nurses and Allied Healthcare Professionals, UTCs, HRBPs]*

### **Overall Purpose of the Role:**

This role has two key responsibilities:

- 1) Managing agency recruitment and on-boarding for HUC.
- 2) Managing the recruitment of medical and various clinical roles with the Head of Recruitment and Clinical Procurement Business Partner

### **Agency**

You will work with the Clinical Procurement Business Partner, Contracts Team, compliance team, other HR colleagues and local managers to ensure that agency staff are onboarded as efficiently as possible and managed in line with HUC's Agency Workforce Standard Operating Procedure (SOP).

#### **- Key Relationships**

You will be supported by the Head of Recruitment responsible for holding approved rate cards and providing oversight of our Preferred Supplier List.

Managed by the Clinical Procurement Business Partner who's primary focus is the delivery of clinical procurement for the organisation i.e. self-employed GPs, medical and dental clinicians and managing our preferred supplier list.

You will be expected to work closely with the Head of Contracts who looks after the Agency Framework and associated contracts.

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## **Recruitment**

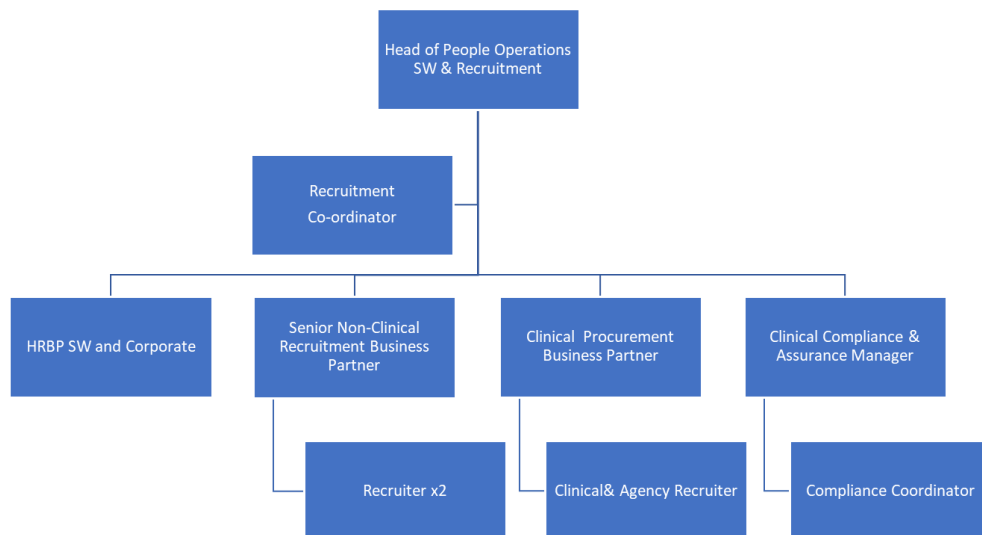
Accountable for developing and implementing the recruitment marketing approach for employed clinical staff (excluding Clinical Advisors and Health Care Advisors) to ensure we continue attracting the right talent.

You will source candidates from a variety of forums and recruit high-quality clinicians in line with HUC's strategic and operational plans.

This role supports the in-house recruitment function recruitment strategy, the delivery of our key performance indicators and the maintenance of strong and positive relationships within the clinical community.

As the first point of contact for all employed clinical recruitment you will have full responsibility for managing candidates through the recruitment process ensuring processes are carried out efficiently, fairly & legally.

## **Organisation Chart:**



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## **Principle Responsibilities will include:**

### **Agency**

- Working with the Commercial team and Clinical Procurement Business Partner, support the maintenance of a live HUC rate card.
- Working with the Commercial team and Clinical Procurement Business Partner on the preferred supplier list (PSL) for clinical agencies based on those on the NHS Framework.
- Ensuring that agencies are contacted for the relevant shifts in line with the Request to Recruit forms.
- Ensuring that concerns on agency performance are fed back to the Head of Recruitment and Head of Contracts for appropriate escalation.
- Ensuring with the Clinical Recruitment BP that agencies provide with required documentation to enable staff to be safely employed and only those with all required documentation commence shifts.
- To maintain a live list of our agency workforce so that at any point in time agency usage and compliance can be quantified and data provided to the relevant parties including Workforce Committee, Exec and CQC.

### **Clinical Recruitment**

- Managing Clinical Recruitment e.g. Advanced Nurse Practitioners, Emergency Nurse Practitioners, General Practitioners, Medics, Practice Nurse and Pharmacists in line with the Request to Recruit forms.
- Supporting with the mobilisation of new services, attending meetings and engagement events, as appropriate
- Responsible for advertising HUC roles both internally and externally to target the right audience, ensuring adverts are kept up to date and accurate. External advertising will involve close work with the in-house Communications and Media team. It is expected that you will have between 5-10 campaigns live at any point.
- Proactively monitor recruitment marketplace to ensure HUC is well placed to attract top talent.
- Regular attendance at job fairs and recruitment events (virtual and physical) across the HUC area. This will involve co-developing our events planners and materials with HR and clinical colleagues.
- Screening candidate applications, checking professional registration status (where applicable) and preparation of shortlisted candidates.

- Preparing correspondence to forward to hiring manager.
- Supporting Hiring managers with the selection and Interview process. Where necessary managing interview logistics whilst at all times ensuring all candidates experience a high level of positive engagement.
- Supporting with senior interviews including face to face as required.
- Working with shared services team to ensure all compliance checks and administration are completed for newly employed clinical staff.
- Ensuring agreed Applicant Tracking System processes are followed.
- Ensure regular meetings with recruiting managers and HRBPs and provide with updates.

### **Team wide**

- Providing appropriate cover for team members during holidays and absences.
- Produce any relevant reports as required for managers and team.
- Promoting and encouraging staff referrals.
- Delegating where agreed appropriate administration tasks to the Recruitment Coordinator.
- Developing and maintain good working relationships with all relevant stakeholders at HUC and job board providers.
- Making suggestions for improvement to the Head of Recruitment and implementing changes as required.
- Collaborate with stakeholders especially HR colleagues around key projects.
- Any other task as required in line with the business.
- As with all roles within HUC, the post holder will be required to support with critical incident cover as and when these are declared. Full training and support will be



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provided in the event this cover is required. This could include having access to records and patient data to enable comfort calling, or similar duties.

### **Training and Development:**

Participation in HUC's performance review and appraisal process  
Compliance with mandatory and statutory training requirements

*The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.*

### **Supplementary Information:**

#### **Our Culture**

Every patient deserves our highest standard of care and commitment. In working together innovatively, transparently and constructively with the local community and stakeholders, we can deliver services which meet their specific needs. We learn by listening to patients' views and experiences. We are passionate about sharing our knowledge and expertise by encouraging dialogue both internally and externally to meet our high expectations for patients.

#### **Communications**

Maintaining high standards in communication across a scattered and diverse workforce, ensuring compliance in policy and procedure with all staff.

Contributing to creating a culture of open, honest communication and feedback so that all team members benefit and learn from each other.

#### **Equality and Diversity**

HUC has adopted an Equality and Diversity Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment: recruitment and selection, training, development and promotion. In all situations, people will be judged solely on merit or ability. It is required of all employees to uphold this policy in the course of their employment with and whilst undertaking their duties.

## **Mobility / Flexibility**

The normal place of work for the post is as stated above, but as a term of employment, post holders may be required to work from any of our establishments.

## **Health and Safety at Work**

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, employees have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

## **Infection Control**

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

## **Data Protection and Confidentiality**

Employees must maintain confidentiality when dealing with sensitive material and information and are required to read, understand, and accept the terms of the Confidentiality, Data Protection and Electronic Communications Policy. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the organisation and individual may be prosecuted. Disciplinary action will be taken for any breach.

## **No Smoking Policy**

HUC recognises the health hazards of smoking for smokers and non-smokers and acknowledges the rights of staff to work in a smoke free environment. Consequently, the organisation has adopted a 'Smoking Policy' which specifies that smoking is not allowed anywhere on HUC premises or near company vehicles.

## **Safeguarding**

Post holders have a general responsibility for safeguarding children and adults at risk in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines and undertakes training at the appropriate level for their role.



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## Our values





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	ESSENTIAL	DESIRABLE
<b>Education and Qualification</b>	GCSE English and Maths at level C or above	CIPD L5 Associate CIPD
<b>Knowledge and Experience</b>	<p>Previous experience of Clinical or Medical Recruitment</p> <p>Experience working with Third Party Recruitment Agencies</p> <p>Applicant Tracking System experience.</p> <p>Good working knowledge of recruitment legislation</p> <p>Awareness of IR35/OP21.</p> <p>Experience in producing creative and effective advertorial campaigns</p>	Experience working with TRAC



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<b>Skills and abilities</b>	<p>Have excellent communication skills, both written and verbal. Uses tact and diplomacy.</p> <p>Self-motivated with ability to meet deadlines and identify solutions.</p> <p>Good proficiency in MS Office applications</p> <p>Strong attention to detail</p> <p>Excellent organisational skills with an ability to adapt to changing priorities.</p> <p>Customer centric approach.</p> <p>Ability to be an effective member of a diverse team</p> <p>Have an analytical and methodical approach to problem solving.</p>	
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Other	Full UK Driving Licence and willingness to travel to other sites by car or public transport.  Standard DBS to support critical incident work	
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## Terms of Employment

This appointment attracts a competitive salary of £35,000 p.a. depending on experience.

25 Holiday days + bank holidays

NHS Pension Scheme

Travel and expenses scheme

Career opportunities

Training and development opportunities

Access to employee perks and discounts, through Heroes Hub and our own benefit & wellbeing site

Employee Assistance Program



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