**The team**

At Vision Business everything we do is focused on finding ways to wow and create great experiences that make for happy clients. We work hard to truly recognise what matters to our clients and to make them feel uniquely valued and appreciated.

Our team members are professionals that take ownership and accountability for their influence and impact on our clients and who steer their behaviours by principle and positivity. We are very proud of every individual within our team that makes this delivery of specialist services possible. If this describes you, we would love for you to apply to join our exciting team.

**Our focus**

The main focus of Vision Business is to deliver high impact consultative solutions that exceed the expectations of businesses and individuals who engage with us. Apprenticeship delivery is at the heart of what we do and we make a substantial contribution to the Government’s apprenticeship strategy, we are a market leader in our field and everything we do is about maintaining and strengthening our position.

**Job title: Recruitment Expert (Pre-Service) 3 months fixed term.**

**Aims and purpose of the job**

Recruitment experts are brilliant at supporting our employers to find the perfect candidate for their requirements and managing the whole recruitment process so employers experience industry leading service from end to end.

We measure our success by the number of learners who go into and stay in our apprenticeships, along with the feedback from our employers on the service they have received.

**Specific accountabilities**

As a key link in our employers recruitment lifecycle, you are responsible for the delivery of industry leading apprenticeship recruitment services to local and national employers with an acute focus on managing communication to employers.

Working with our business partners you will create a bespoke recruitment solution including the coordination of employer focussed events, vacancy marketing and vacancy promotion to our database of potential learners.

With sole responsibility for communication with our employers you will proactively monitor the progress of all vacancies, communicating effectively with the employers and wider team to ensure all vacancies are filled with the right learner for the right job in a timely manner.

As a strong team player you will work closely with the Vision Business apprentices selection expert, to ensure learners are being effectively promoted to employers and being actively involved in the decision making process.

While our selection expert is responsible for assessing applicants, you will make sure a clear client specification is provided and a clear idea of the employer’s culture and ethos helps to identify the perfect candidate, ensuring employers receive learners that represent an intrinsic understanding of the business’s requirements.

Working with employers you will manage the interview process for applicant and employer, being mindful of learner’s interview experience and managing employer’s feedback to reach a positive resolution for all parties. Liaising between departments you will support with learners transition to the workplace by coordinating all relevant paperwork to delivery teams and ensuring all relevant stakeholders are aware of next steps.

With a large cohort of employers your organisational skills will help make sure all employers are updated on a regular basis based on their individual recruitment needs. You will update the CRM system on an on-going basis and ensure all information is accurate, up to date and monitored

**Accountabilities as part of our team**

We are a people focused business, as such the way you behave and present yourself will be a reflection on us and we want you to take ownership of making sure that your contribution to our reputation and to your own personal professional reputation is always a positive one.

Being privy to confidential or sensitive information may be a natural part of your job role and as such we expect you to treat this with the upmost professionalism.

We will advocate you in this role as the expert, you are accountable for making sure you live up to this reputation by taking accountability for making sure you keep you knowledge, expertise, experience and professionalism current and up to date.

**Other Responsibilities**

To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.

To apply the college’s own safeguarding policy and practices and attend training as requested.

To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

To present and promote an appropriate public image in representing the college.

To undertake any other duties as may reasonably be required commensurate with the post.

**Role Competencies**



**Senior Managers Competencies**

|  |  |  |
| --- | --- | --- |
| **Technical Expertise** | | |
| **Knowledge** | **Skills** | **Experience** |
| High level of expertise in recruitment and candidate attraction matched to accountabilities.  Maintains and applies up to date knowledge relevant to role.  Understands sector changes relating to the apprenticeship reforms. | Literate and numerate holding a minimum level 2 or equivalent in maths and English.  Demonstrates experience of strong external communication skills relevant to role.  Ensures the service offer thoroughly considers client / contractual / business needs.  Ensures adherence to legal, regulatory and security requirements in service delivery.  Takes ownership of problems in own area of responsibility.  Communicates in a way that meets and anticipates requirements and gives a favourable impression of the team / department. | Demonstrable track record in supporting employers and managing recruitment processes in areas of expertise.  Ensures work meets requirements and is reviewed appropriately.  Writes and presents material in a concise manner.  Proficient in producing a range of administrative functions and documents.  Proficient in using a range of ICT programmes and packages relevant to role.  Plans and organises the use of appropriate resources to accomplish duties.  Promptly and efficiently completes work assignments.  Writes clearly in plain and simple language and checks work for spelling and grammar, learning from previous inaccuracies. |
| **Behaviours** | | |
| **Personal** | **Teamwork** |  |
| Management of self  Ownership of own professionalism  Active listening  Effective communication  Influencing  Disciplined  Personal integrity  Knows how to identify and seek advice from colleagues.  Strives to consistently meet standards.  Takes advantage of learning opportunities provided.  Sets clear self-development expectations. | Acknowledge contribution of self and others to overall team results.  Work collaboratively with others.  Commitment to team and group objectives.  Understand the needs and goals of others  Helps promote team activities with colleagues.  Initiates collaboration with others and be open and willing to assist colleagues where appropriate.  Checks own understanding of others communication.  Shares all relevant information with others.  Expresses own opinions in a factual and respectful manner to others. |  |
| **Thinking** | | | |
| **Analysis and Decision Making** | **Change, Creativity and Innovation** | **Business Perspective** | |
| Gather and analyse information and data appropriate to role.  Make accurate and effective decisions.  Take accountability for decisions.  Distinguishes between critical and irrelevant pieces of information.  Gathers information from a variety of sources to reach a conclusion.  Proposes ways to do things better / differently.  Recognises the value of other points of view and ways of doing things. | Demonstrate openness to change and new ideas.  Generate creative solutions to work situations.  Contribute to change with minimum disruption.  Displays a positive attitude in the face of ambiguity and change.  Co-operates with and be open to the possibilities of change and considers ways to implement and adapt to change in own work role. | Understand the purpose of own role and contribution to the team.  Understand our offer.  Protection of the brand and reputation of the organisation.  Keep up to date with industry knowledge.  Attention to detail.  Remains focused and positive on achieving outcomes despite setbacks.  Presents departments priorities and how they relate to own area of work.  Sets and achieves challenging goals and monitors quality.  Takes ownership of delivery against outcomes. | |
| **Setting the Pace** | | | |
| **Achievement Focus** | **Planning and Organising** | **Influencing** | |
| Consistently focus on client interactions and experience.  Continually performs to achieve goals and meet expectations.  Takes every opportunity to learn from experience in order to improve performance.  Seizes opportunities to demonstrate success in role.  Identifies new information / data / to key decision makers to support their decisions. | Established a course of action to ensure role is effectively directed.  Understands and uses the department’s processes and rules.  Controls resources within own area of responsibility.  Organises own workload to meet targets and priorities. | Listen with the intent to understand not reply.  Secure the support of others to achieve efforts.  Explains role and goals of the department and how they relate to job role. | |

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| **Qualities/Approach linked to college values** | | |
| **Safeguarding** | **Equality and Diversity** | **Health and Safety** |
| Demonstrate a commitment to safeguarding and promoting learner welfare | Demonstrate a positive approach to equality and diversity and customer service | Demonstrate an ability to take responsibility for own and others Health and Safety at work |



**Senior Managers Competencies**

The salary will be within the Business Support band 4. 

**Senior Managers Competencies**



**Senior Managers Competencies**