

London Care PLC

Job Description – Recruitment & Personnel Officer

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1. Function

The Recruitment & Personnel Officer's role is to ensure that Care and Support Staff are employed in accordance with London Care's policies and procedures and with relevant legislation. He/she is generally responsible for overseeing the recruitment process and ongoing proper maintenance of staff records on behalf of the local office.

2. Responsibility and Authority

The Recruitment and Personnel Officer is responsible for and has commensurate authority to carry out the following duties:

- 2.1 To devise and oversee recruitment advertising for care and support staff on behalf of the local office.
- 2.2 To arrange and conduct recruitment interviews for care and support staff in line with company procedures.
- 2.3 To ensure that staff records are complete, current and accurate for all care and support staff working from the local office.
- 2.4 To participate in staff development, training and performance appraisals as required.
- 2.5 To promote and fulfil the Aims and Objectives of London Care Plc as defined in the company's Statement of Purpose.
- 2.6 To comply with all Policies and Procedures of the Organisation, as appropriate.
- 2.7 To participate in any meetings as required.
- 2.8 To promote anti-discriminatory practice as per the company's Equal Opportunities Policy (QPD002).
- 2.9 To maintain the confidentiality of information (as per the company's Service User Confidentiality Policy (QPD003) and Data Storage, Protection and Retention Policy (QPD036)).
- 2.10 To acknowledge individuals, personal beliefs and identity as per the company's Service Users' Rights Policy (QPD004).
- 2.11 To report to the Branch Manager periodically and on request.
- 2.12 To conform to the UKHCA Code of Professional Conduct and to the National Minimum Standards for Domiciliary Care as applicable.

3. Relationships

The Recruitment and Personnel Officer observes and maintains the following relationships.

Superiors – he/she is accountable to his/her Branch Manager (and to Senior Management and the Directors of the Company) and to any other specified superiors.

Subordinates – he/she is responsible, within the remit of his/her position, for Care and Support Workers.

Other company personnel – he/she has frequent contact with Client Care Co-ordinators, Senior Client Care Co-ordinators, Administrators, Trainers and other personnel in the course of carrying out his/her duties.

Others – he/she may have contact with other persons and professionals, primarily in the course of pursuing references for applicants.

4. Typical Duties

4.1 Recruitment

- To source and place recruitment advertising for Care and Support staff in accordance with the applicable Recruitment Procedure.
- To arrange and conduct recruitment interviews for Care and Support staff.
- To co-ordinate and manage the necessary checks on staff, including CRB disclosures and references as applicable.

4.2 Personnel Management

- To ensure that personnel records are kept and maintained in accordance with company policy and procedure and relevant legislation.
- To alert colleagues as necessary to any pressing matters relating to employment, such as upcoming supervision sessions, expiry of ID cards etc.

4.3 General

- To undergo supervision and training in line with the Company's Aims and Objectives.
- To carry out any other duties (including general administrative tasks appropriate to the running of the operation and not necessarily relating directly to recruitment and personnel) which may reasonably be required by the Management of London Care Plc.

5. Person Specification

Applicants' suitability for the position will be assessed according to their ability to meet the following requirements in terms of key competencies and qualifications:

Key Competency	Essential	Desirable
General		
Literacy	✓	
Numeracy	✓	
Telephone Manner	✓	
Understanding of Equalities Issues	✓	
Teamwork Skills	✓	
HR Management Skills	✓	
IT and Office Skills		
Word processing	✓	
e-mail	✓	
Spreadsheets	✓	
Internet/Intranet	✓	
Databases	✓	
Typing 40wpm	✓	
Filing	✓	
Task & Time Management	✓	

Minute-taking		✓
Note-taking	✓	
Care Issues		
Understanding of Community Care	✓	
Relevant Knowledge of National Minimum Care Standards	✓	

Qualifications	Essential	Desirable
GCSE English (or equivalent)		✓
GCSE Maths (or equivalent)		✓