



## **HR / RECRUITMENT COORDINATOR JOB DESCRIPTION**

Smith Partnership is a leading law firm in the Midlands. A forward thinking and progressive company employing around 200 staff throughout 5 offices.

<b>Job Title:</b>	HR / Recruitment Coordinator
<b>Department:</b>	HR
<b>Hours:</b>	Full time – 35 hours per week
<b>Location:</b>	Norman House, Derby
<b>Reporting to:</b>	Head of HR

<b>Main Purpose:</b>
<p>To support the recruitment, HR and onboarding activity across the firm from early careers to senior posts.</p> <p>To provide an effective and efficient comprehensive specialist recruitment advice and administration service to all recruiting managers and candidates, ensuring that the service provided meets agreed quality standards and that all on-boarding of pre-employment checks are processed within a timely manner enabling the Trusts ensure the best candidate experience and meet the agreed KPI's.</p>

<b>Job Content – Main Duties, Tasks, and Responsibilities:</b>
<ul style="list-style-type: none"><li>• Provide a full recruitment and onboarding service across the Firm with the support of the Head of HR and wider HR team.</li><li>• Work alongside Heads of Department / line managers and the Head of HR to support all job campaigns to include but not limited to:<ul style="list-style-type: none"><li>- drafting of job descriptions, and adverts for all roles.</li><li>- to administer and publish jobs to appropriate websites/job boards/publications to provide maximum exposure.</li><li>- Manage applications across various platforms, for example via the website, LinkedIn, and job boards.</li><li>- Support the assessment of return on investment of recruitment campaigns.</li><li>- To support the recruiting manger(s) with shortlisting and assessment.</li><li>- To invite shortlisted candidates to interview and ensure references are available for the panel.</li></ul></li></ul>

- To ensure pre-employment checks are compliant, such as right to work, references, Declaration forms, verification of Qualifications.
  - Support the selection process including initial shortlisting, scheduling interviews on behalf of managers. Attend interviews where necessary on Teams or in person.
  - Issues contract of employment, offer letters and contract variations as appropriate.
- Work with select recruitment agencies on our preferred supplier list. Review CVs and provide feedback in a timely manner.
  - Provide feedback to all candidates and keep them updated on the recruitment process.
  - Support the development of a Smith Partnership talent pool and talent pipeline.
  - Maintain all records accurately within the HR systems and databases and report any issues as necessary.
  - Provide weekly and ongoing updates to the Head of HR on all current live vacancies and talent pool.
  - Work with the Head of HR and HR Officer to create induction plans for all new starters. Arrange induction / onboarding meetings / days with appropriate members of staff.
  - Work with the Head of HR on employer branding strategies and campaigns to attract candidates and build on engagement.
  - Organise and attend recruitment fairs and events with the relevant universities and colleges to strengthen our early careers model, in partnership with firm representatives and Business Development team.
  - Support other members of the HR team where required.
  - Work with the IT trainer to ensure onboarding runs smoothly for new starters and all employees have the relevant training and support.
  - Ensure queries from colleagues and external communication is responded to in a timely manner.

#### GENERAL

- To promote the image of the firm at all times as a professional, effective and efficient provider of legal services.
- To perform any task or duty under the reasonable direction of senior staff within the

firm.

#### STAFF MANAGEMENT

- Responsibility to provide general advice and assistance to staff and managers – including training and development needs.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the remit of this role.

This Job Description covers the current range of duties and will be reviewed from time to time. Smith Partnership reserve the right to change the Job Description if the business requires it.



**HR / Recruitment Coordinator – PERSON SPECIFICATION**

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b>Education &amp; Qualifications</b>			
GCSEs in English and Maths at Grade C / 4 or above	Y		
Educated to Degree level or equivalent experience		Y	
Working towards or obtained CIPD qualification at level 3 or above, or desire to work towards		Y	A
Commitment to ongoing professional development	Y		A/I
<b>Experience</b>			
Experience of working in a HR or recruitment role	Y		A
Previous experience of working/providing support in a HR and/or recruitment function in a legal and/or professional services setting		Y	A
Demonstrable experience of HR recruitment and selection procedures		Y	A/I
Experience of using HR systems and/or ATS		Y	A/I
<b>Professional Knowledge and Skills</b>			
Ability to manage a varied workload as well as delivering to timescales	Y		I
Knowledge of current employment law legislation		Y	I
Strong ICT skills	Y		A/I
Excellent verbal and written communication skills	Y		A/I
Excellent planning and organisation skills	Y		I
<b>Personal Attributes</b>			
Ability to self-evaluate and reflect	Y		I
Able to adapt to changing circumstances and new ideas	Y		I
Attention to detail	Y		A/I

This job description may be amended at any time in consultation with the postholder.

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_