



HR & Recruitment Coordinator JOB DESCRIPTION

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

Job Title:	HR / Recruitment Coordinator
Department:	HR
Hours:	Full time or part time
Location:	Norman House, Derby
Reporting to:	Head of HR

Main Purpose:

To support the recruitment, HR and onboarding activity across the Firm from early careers to senior posts.

To provide an effective and efficient specialist recruitment advice and support service to all recruiting managers and candidates, ensuring that the service provided meets agreed standards and that all on-boarding of pre-employment checks are processed within a timely manner enabling the Firm to ensure the best candidate experience.

Job Content – Main Duties, Tasks, and Responsibilities:

- Provide a full recruitment and onboarding service across the Firm with the support of the Head of HR and wider HR team.
- Work alongside Heads of Department / line managers and the Head of HR to support all job campaigns to include but not limited to:
 - Drafting of job descriptions, and adverts for all roles;
 - To administer and publish jobs to appropriate websites/job boards/publications to provide maximum exposure;
 - Manage applications across various platforms, for example via the website, LinkedIn, and job boards;
 - Support the assessment of return on investment of recruitment campaigns;
 - To support the recruiting manager(s) with shortlisting and assessment;
 - To undertake relevant pre-employment checks are undertaken and 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.
 - Issue contract of employment, offer letters and contract variations as appropriate.
- Work with select recruitment agencies on our PSL (preferred supplier list). Review CVs/applications 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 across the firm.

- 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, talent pool and talent pipeline.
- Work with the Head of HR and HR & Learning and Development Officer to create induction plans for all new starters. Arrange onboarding training with appropriate members of staff.
- Support with the firm wide induction process.
- Work with the Head of HR and Business Development team on employer branding strategies and campaigns to attract candidates and build on engagement.
- Organise and attend recruitment fairs and events with relevant universities and colleges to strengthen our early careers model, in partnership with firm representatives and Business Development team.
- Work with the IT trainer to ensure onboarding runs smoothly for new starters and all employees have the relevant training and support required.
- Ensure queries from colleagues and external communication is responded to in a timely manner.
- Support other members of the HR team where required.

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

Requirement	Essential	Desirable	How assessed
Education & Qualifications			
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
Experience			
Experience of working in a HR or recruitment role	Y		A
Previous experience of working/providing support in a HR and/or recruitment function	Y		A
Previous experience of working within the legal sector/ professional services		Y	
Demonstrable experience of HR recruitment and selection procedures	Y		A/I
Experience of using HR systems and/or an ATS		Y	A/I
Professional Knowledge and Skills			
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
Personal Attributes			
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

Key:

A – Application

I - Interview



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

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____