

Recruitment Consultant Job Overview

Department Overview

Our Healthcare Recruitment team provides exceptional support to both the NHS and the Private Sector. The team strive to be the best at meeting the recruitment needs of both our Nursing staff and clients. Although challenging at times the reward of knowing the difference the department makes to so many people motivates and provides job satisfaction.

Job Overview

Responsible for contributing to the success of the overall team process by finding candidates on behalf of client companies to fill temporary job positions. The Recruitment Consultant role is the vital link between our candidates and client. The role is fast-paced and requires high levels of attention to detail, concentration, and productivity. Meeting deadlines and being able to take instruction are key to succeed in this role.

The role of Recruitment Consultant includes:

- Generate new business and growth of the desk whilst maintaining current business
- Assist with the daily operations of the desk
- Understand the Healthcare market
- Build and maintain good relationships with candidates and clients
- Booking shifts and ensuring a 360 perspective is met from point of booking to collection of monies due.

Performance Goals

- Ensure all tasks are carried out without error
- To strive for the best booking process amongst our competitors
- Work towards achieving challenging but rewarding KPIs
- Proactively see an active pipeline of potential candidates to fulfil client needs


Employee Responsibilities

At Day Webster all employees are required to follow expectations that are clearly set out in the company's policies and procedures and company handbook. It is the employee's responsibility to ensure these expectations are always met.

Day Webster's managers are trained to provide support to employees and to support them throughout their employment life cycle with Day Webster.

The employee's responsibilities are designed to drive success and professionalism in the business. Employees must strive to contribute to the company's core values and support company decisions.

The employee is accountable for all actions carried out by the employee.

		Recruitment Consultant		
		LEVEL ONE	LEVEL TWO	LEVEL THREE
CATEGORY	DESCRIPTION			
Duties and responsibilities	<p><i>Generate new business and growth of the desk whilst maintaining current business</i></p>	<p>Share responsibility for helping to build the department</p> <p>Working towards and exceeding KPIs</p> <p>Using social media to advertise positions, attract and build relationships with candidates</p> <p>Assist with the resourcing of new candidates</p> <p>Using the candidate database to match the right person to the right placement</p>	<p>Using sales, business development marketing techniques and networking to attract business from client companies</p> <p>Headhunting to identify and approach suitable candidates who may already be in work</p>	<p>Negotiate pay rate and finalising arrangements between the client and candidate</p>

	<i>Assist with the daily operations of the desk</i>	<p>Helping with admin duties</p> <p>Develop a strong understanding of our IT systems</p> <p>Be able to provide support and an additional resource to cover team member's leave</p> <p>Support the clinical team with gathering statements and appraisal upon request in a timely and professional manner</p> <p>Contacting candidates for availability</p> <p>Booking shifts</p> <p>Keep on top of shift cancellations and changes</p> <p>Deal and assist with pay queries</p> <p>Assist candidates and the compliance team with the compliance process</p>	<p>Be responsible for reviewing and acting upon Non-Compliant Future Bookings Reports, Non-Compliant Umbrella Reports, complaints emails, pay-only reports, compliant but not worked spreadsheets and any other communication that requires action from other areas within the business</p>	
	<i>Understand the Healthcare market</i>	<p>Have a working knowledge of the Healthcare industry</p> <p>Have a good understanding of client companies, their industry, what they do, their work culture and their environment</p> <p>Attend company candidate generation fairs</p>		

	<i>Build and maintain good relationships with candidates and clients</i>	<p>Build a good repour with clients, candidates, and staff banks</p> <p>Have a full understanding of our client's requirements</p> <p>Briefing candidates about the responsibilities, salary, and benefits of placements</p> <p>Using a variety of platforms to keep in contact with candidates</p>	<p>Provide excellent customer service when interacting with candidates/clients on a variety of tasks including answering queries and complaints</p>	<p>Visiting clients to build and develop positive relationships</p>
	<i>Build shifts, and ensuring a 360 perspective is met from point of booking to collection of monies due</i>	<p>Using our candidate database to match the right person to the right placement</p> <p>Briefing candidates about the responsibilities, pay rates and benefits of placements</p>	<p>Preparing CVs and correspondence to be provided to clients regarding suitable candidates</p>	

CATEGORY

DESCRIPTION

Skills, Experience
and Behaviour

Skills

IT skills including Microsoft Office

Excellent time management and organisational skills

Excellent Customer Service

Have drive, enthusiasm, and commitment to providing an excellent service to candidates and clients

Clear and concise written communications skills

Ability to meet deadlines

Ability to multi-task

Accuracy and attention to detail

To be proactive and work on own initiative

Ability to work both independently and as a part of a team

Keep up to date with in-house technology

Ability to support both individual and team development

The ability to adapt to situations

Ability to problem solve

Strong negotiating skills

	<i>Experience</i>	<p>Previous experience in a Healthcare sales role</p> <p>1 year+ of knowledge working in the healthcare industry</p> <p>Minimum of 1 years experience as a level one Recruitment Consultant</p>	<p>Minimum of 1 years experience as a level two Recruitment Consultant</p>	<p>Minimum of 3+ years experience within the healthcare industry as a consultant</p> <p>Minimum of 1 years experience as a level three Recruitment Consultant</p>
	<i>Behaviour</i>	<p>Working in line with company values</p> <p>Adhere to company policies and procedures</p> <p>Take a positive (but realistic) solution-focused approach to any obstacles you or your team may face during the working day</p> <p>A good team player</p> <p>Confidence</p> <p>Reliability</p> <p>Approachable</p> <p>Proactive</p> <p>Professionalism</p> <p>Punctual</p>	<p>Provide support and guidance to others within the business</p> <p>Flexible and positive attitude</p>	<p>Act as a consistent role model for the business in line with company values to uphold a direction and create office buzz</p> <p>Adapts to change</p>