

Role: Recruitment Assistant
HR Delivery Team

Department:

Salary From £19,582 per annum

Responsible to: Senior Team Leader

Job Purpose:

Provide an effective and comprehensive service to assist in the delivery of all payroll / HR services provided by the HR and Payroll Operational team ensuring high levels of customer service and a timely delivery.

Main duties and responsibilities:

1. Manage the end-to-end recruitment process across our customer base utilising the recruitment management system TribePad; to include, preparing adverts, shortlisting applications, arranging interview schedules, carrying out preemployment document checks and producing contracts of employment in accordance with relevant terms and conditions.
2. Ensure vacancies are kept up to date across relevant recruitment platforms whilst seeking ways to improve and raise profile of key recruitment Campaigns. Work closely with managers to provide support with recruitment campaign planning and management, arranging external media adverts and review media performance with external media providers. Regularly schedule organic posts to promote current vacancies via Facebook, Twitter and LinkedIn Profiles.
3. Prepare and apply HR data for processing, in accordance with the appropriate procedures, regulations and standards. Ensure that all employees receive the correct HR documentation to a defined and consistent standard; are paid accurately on time and that all notifications are authorised to meet deadlines and minimise errors. Monitor issues and promptly raise any areas of concern with your line manager.
4. Maintain relevant entries on employee records e.g. CantiumPay, Oracle HR/Payroll; I-Trent and/or Schools Payroll, Recruitment Management System, call log system and electronic personnel files ensuring the quality and integrity of employee data, adhering to Data Protection. Accurately log telephone and e- mail enquiries as

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required. Retrieve data to support responses to enquiries and correspondence, offer advice and solutions to provide timely resolution or escalation as appropriate.

5. Actively keep up to date with relevant regulations, legislation and statutory requirements, including employment checks e.g. DBS, professional registration and terms and conditions for staff, other relevant local Authorities and School Academies. Establish and develop a good knowledge and understanding of a range of integrated HR/Payroll practice to operate flexibly across a variety of payrolls.
6. Develop and proactively maintain good working relationships with internal HR colleagues, managers and staff and external customers, clients and suppliers, by keeping in regular contact via e-mail, telephone, offering advice, solutions and information.
7. Plan and organise own work, deal with both routine and unexpected tasks, work flexibly across the delivery function to meet demands on the business and support multi- disciplinary working. Contribute to the knowledge of the teams through team briefings and training to improve efficiencies of the team and response targets to deliver a customer focus service.
8. Ensure work standards and HR Performance Indicator targets as set by the Team Leader are consistently met. Provide other functions, including Pensions, Finance and/or other organisations with all relevant data to ensure employees receive an excellent, seamless service. Communicate information you have identified that would be of value to the wider team or customers.
9. Take part in projects and tasks that enhance the running of the HR Delivery team. Assist with user acceptance testing and system development / process improvement activities as required.
10. Actively work towards HR & Payroll Operational team business objectives and team competencies set by the management team and incorporate Behaviours and Values. Provide a 'can-do' approach to your work and tasks and use initiative to make improvements with customer focus and efficiency at the forefront of your actions.

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Cyber Security and Risk Management responsibilities

- As an employee of Cantium Business Solutions you are required to complete regular mandatory training in relation to Cyber Security and Risk Management and continually ensure your knowledge is kept up to date.
- All Cantium employees have a responsibility to protect the confidentiality, availability and integrity of personal data that is processed by Cantium, as well as a responsibility to report any data disclosed in error.

Description of Business

The Company is dynamic and agile and is built on a new service culture based on 4 key principles;

- Fast
- Connected
- Insight Driven
- Customer-Led

The business model and people strategy build on these principles and will reinforce the company’s reputation for delivering high quality back-office services to its customers.

Person Specification

Qualifications	<ul style="list-style-type: none"> • NVQ2 or GSCE level (5 grades A - C) or equivalent. • Willingness to study and achieve a Foundation Certificate in HR Practice (formerly CPP) or Foundation Degree in Payroll Management.
Experience	<ul style="list-style-type: none"> • Experience within an operational payroll / HR team. • Use of CantiumPay, Oracle HR/Payroll or other integrated HR platform. • Contributing to the development and implementation of HR/payroll practice.
Skills & Abilities	<ul style="list-style-type: none"> • Good communication and systems skills. • Establish and maintain good partnership working with managers and colleagues. • Ability to be extremely accurate, detailed and confidential. • Ability to be organise own workload to deliver to tight deadlines and work under pressure. • Ability to carry out work and tasks with a customer focus approach.

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	<ul style="list-style-type: none"> • Ability to learn quickly and enhance processes, applying changes and showing others. • Ability and willingness to participate in HR related projects. • Good level of IT skills including Excel and Word. • Good team player and ability to be self-motivated and apply initiative.
Knowledge	<ul style="list-style-type: none"> • Good understanding of HR / payroll processes, practices and employment legislation.
	<ul style="list-style-type: none"> • High calibre customer care procedures and best practice. • Good knowledge of Data Protection and confidentiality issues. • Awareness of need to work within Financial Regulations. • Awareness of different terms and conditions for staff, Schools, other relevant local authorities and school academies. • Aware of commitment to diversity. • Awareness of values and behaviour to underpin what we do and the way we do it.