



Recruitment and Retention Officer - Job description

Solihull Healthcare Partnership is a Primary Care Network formed of 7 GP practices. We provide quality NHS care to over 55,000 patients in the Shirley / Solihull area.

Our vision is to be the most respected healthcare provider in the Solihull region, developing centres of excellence which we are proud of. To achieve this we need to continue to bring the right people into our organisation, who like us, are passionate about providing the best service to our patients and want to make a difference.

Equally important to us is looking after our employees and their wellbeing, supporting and developing them in the best way. Ensuring we retain our people and that they enjoy coming to work. The Recruitment and Retention Officer, is a new and exciting role for our organisation, which will help us achieve this.

This role will be part of the HR team which is based at Haslucks Medical Centre, however you will be required to travel to our other practices regularly, which are within a few miles from each other in Shirley and Solihull.

Key duties include:

- Work closely with managers to understand their recruitment needs and develop job descriptions and person specifications.
- Advertise roles, be involved in shortlisting, design relevant recruitment tasks, be an active member of interview panels.
- Look for new ways to attract candidates, organising recruitment open days, utilising social media, jobs boards, liaising with agencies.
- Ensure our on-boarding paperwork including offer letters and contracts are compliant and obtain all necessary information for new recruits.
- Fulfil requirements for clinicians on a locum basis in a timely manner, liaising with agencies and arranging cover, often at short notice.

- Ensure all personnel files meet with the requirements of our regulator, the Care Quality Commission.
- Update in-house and NHS national trackers with details of our workforce.
- Conduct inductions with new recruits.
- Collate and monitor induction and probation paperwork, ensuring that managers understand their responsibilities in this area and providing guidance and support on process.
- Guide and train managers in recruitment best practice.
- Work with the Communications lead to deliver employee wellbeing initiatives.
- Conduct staff surveys, present findings and solutions to improving staff morale.

What we need from you:

- Experience of working in a busy in-house recruitment role ideally within the NHS or other regulated sector
- Experience of end to end recruitment, advising managers on best practice
- Excellent organisation skills, and managing conflicting demands
- Excellent attention to detail
- Full driving license

- Excellent communication skills
- Standard DBS check
- Experience of on-boarding new recruits

This role offers flexibility and applications are encouraged for full-time (37.5 hours) and part-time workers (30 hours).

Benefits include:

- 25 days hours plus bank holidays (pro-rata for part-time hours) increasing with length of service
- NHS Pension
- Blue light discount card

Work remotely

- No

Job Types: Full-time, Part-time, Permanent

Salary: £25,955.00 - £28,353.00 per year
