**JOB DESCRIPTION**

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| **Job Title:** | Clinical Recruitment Lead |
| **Team / Dept / Function:** | Operations |
| **Salary:** | £65k |
| **Location:** | Hanover House, Norbiton/Home-based |
| **Hours of work:** | As agreed, and in accordance with Contract of Employment |
| **Reports to:** | Operations Director |
| **Direct reports:** | N/a  |
| **Key Stakeholders:** | Internal – Medical Director. Associate Clinical Director, Associate Medical Director, HR Manager, Senior General Manager, Rota team, Head Office team, SELDOC Managers and employeesExternal – prospective candidates; recruitment publications and e-publications; operational and clinical stakeholders in partner organisations |

# SELDOC Healthcare provides both clinical and operational support to Heath Services across London and provides Integrated Urgent Care Services to South West and South East London. We also provide clinical support to the GSTT @Home Service, fleet support to the Palliative Care@Home service, and community step-down support in South West London.

**Job summary**

As the lead clinical recruitment specialist to be accountable for ensuring the selection and appointment of the most appropriate and high calibre people to clinical roles within the SELDOC Group; providing a comprehensive, professional and responsive recruitment and selection service.

### **Key Responsibilities**

* Effective organisation and management of the clinical recruitment function, planning and organising recruitment campaigns and activities, setting objectives and priorities to meet organisational needs. To deliver a level of contracted and sessional clinical recruitment that is consistent with the objectives of the Clinical Recruitment Plan
* To advertise and recruit in a way which demonstrates value for money
* Assisting in the development and implementation of the annual Workforce Plan in collaboration with the Operations Director and other key stakeholders
* Providing the SELDOC Group with expert knowledge and advice on all aspects and stages of clinical recruitment, selection, training and relevant legislation
* Managing the process for all relevant data information and monitoring systems according to SELDOC Group requirements and Data Protection legislation
* Working with the sales team to develop and promote an employer brand and lead annual marketing campaigns to raise awareness of SELDOC at suitable events
* Participating in selection processes for clinical appointments and others as required
* Responsible for the transactional work relating to new clinical starters including onboarding, compliance, professional registration and references
* Being a role model leader by demonstrating effective and appropriate behaviours; being flexible by demonstrating appropriate leadership styles and adapting communication to match the situation and audience

*This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.*

**PERSON SPECIFICATION**

A= Application form, I= Interview, R= References

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|  | **Essential** | **Desirable** | **Assessment** |
| **Qualifications and Training** |  |  |  |
| * Master's Degree, equivalent professional qualifications and/or substantial demonstrable experience in a similar role or setting
 | / |  | A |
| * Member of the Chartered Institute of Personnel and Development (CIPD)
 | / |  | A |
| **Experience** | **Essential** | **Desirable** | **Assessment** |
| * Substantial recruitment and resourcing experience, currently operating at a senior level and advising Directors/Managers on complex clinical recruitment and resourcing issues
 | / |  | A, I |
| * Experience of writing reports, policies and other recruitment paperwork including job descriptions and adverts.
 | / |  | A, I |
| * Demonstrable experience of identifying and implementing robust solutions in recruiting and retaining a diverse workforce representative of the local population.
 | / |  | A, I |
| * Experience of working in primary care clinical recruitment sector
 |  | / | A |
| **Skills and Knowledge** | **Essential** | **Desirable** | **Assessment** |
| * Ability to drive recruit campaigns across various clinical staff groups simultaneously
 | / |  | A, I |
| * Knowledge and experience of maintaining recruitment tracker systems in a timely and accurate way
 | / |  | A, I |
| * Ability to understand the target workforce and predict future risk
 | / |  | I |
| * Accurate local knowledge of pay benchmarks across all clinical groups in South London primary care
 |  | / | A, I |
| **Disposition and Motivation** |  |  |  |
| * Demonstrable energy and motivation, including willingness to contact clinicians outside of 09:00 – 17:00 core hours
 | / |  | A, I |