



# Recruiter

Course Duration / 15 Months Level 3

Apprenticeship Standard

## Course Overview

**Manage resourcing activities that drive the recruitment of candidates and matching them to temporary, fixed term, or permanent job positions within an organisation. They manage the end-to-end recruitment process which typically involves planning, identifying, attracting, assessing, shortlisting, and onboarding candidates to fulfil the current and future requirements of the organisation.**

Typically, a recruiter works in consultancies, agencies, in-house for employers, embedded recruiters, or as an outsourced provider. The broad purpose of the occupation is to manage resourcing activities that drive the recruitment of candidates and matching them to temporary, fixed term, or permanent job positions within an organisation. Their role is to manage the end-to-end recruitment process which typically involves planning, identifying, attracting, assessing, shortlisting, and onboarding candidates to fulfil the current and future requirements of the business brief. This may include identifying those with transferrable skills with the capacity to move from the legacy carbon economy into a green economy job. They may also be required to manage the aftercare such as onboarding and timesheets of candidates and to identify new business opportunities.

In their daily work, an employee in this occupation interacts with and builds relationships with key stakeholders such as advertising media, candidates and clients, internal colleagues, and various audiences to achieve successful recruitment outcomes.



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## Contact Us

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An employee in this occupation will be responsible for understanding and influencing markets, organisations and individuals including researching and understanding their goals and requirements. They will use their recruitment, industry, and communication expertise to support the day-to-day delivery of recruitment for the stakeholder. They will research the marketplace to identify, source, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief. Typically, this would involve developing written and non-written communications such as job advertisements or marketing materials, and social media. They will analyse and report on the impact of recruitment campaigns and programmes.

A recruiter may identify new business opportunities through a variety of means and action according to organisational requirements. They will manage and achieve performance indicators which may typically include revenue forecasts, activity quotas, hiring numbers, time, and cost to hire, inclusivity targets, compliance such as reference checks, and quality requirements, in line with organisation or individual financial and business goals and priorities. A recruiter will develop and manage internal and external stakeholder relationships to ensure high levels of customer satisfaction and quality standards. They will handle day to day queries and provide recruitment advice such as industry insights, salary benchmarking, workforce and management information, interview preparation and feedback. They will manage the candidate experience throughout the process to ensure high levels of candidate satisfaction in a timely manner to enhance the organisation's reputation and brand.

As a core element of their role, a recruiter will be required to have a good knowledge of their sector and how it informs their role. They will understand how their role supports the wider organisation structure. They will apply codes of practice, legislation, and regulation in respect of their organisation's areas of operation. This will apply not only to legal and ethical responsibilities but will include the central placement of inclusion and sustainability.

Typically, recruiters work independently, either leading on a whole recruitment project or on some elements of recruitment within a wider project, but they will also work with and support the wider team on other duties. Typically, they will be mainly desk-based, although travel to meetings, events and training is routinely part of the role.

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## Duties

Duty 1 Identify recruitment opportunities by analysing and confirming stakeholder requirements to create job descriptions and person specifications.

Duty 2 Create job adverts and marketing plans to advertise and promote vacancies.

Duty 3 Research and identify potential candidates that match role and vacancy requirements.

Duty 4 Contact potential candidates to qualify for current or future vacancies.

Duty 5 Create candidate profiles with CVs to share with the hiring manager.

Duty 6 Collate and communicate feedback on all candidates.

Duty 7 Manage and facilitate the selection process in line with the organisation's preferences.

Duty 8 Manage and facilitate successful candidates through to start date.

Duty 9 Support the onboarding and administration process of new starts.

Duty 10 Manage stakeholder engagement to ensure a pipeline of future work.

Duty 11 Manage recruitment systems and data to ensure compliance with regulations and legislation.

Duty 12 Contribute to the resource strategy through managing the implementation of agreed metrics and delivering the organisation requirements.



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