



## Recruiter Level 3

Typical **18-month duration** of on programme learning, followed by an **end point assessment**.

Learner focused approach to learning, with a dynamic delivery plan. Workplace mentor needed as the programme is centred around the individual's workplace development.

# Profile

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, short-listing, and on boarding candidates to fulfil the current and future requirements of the business brief. This may include identifying those with transferable skills with the capacity to move from the legacy carbon economy into a green economy job. They may also be required to manage the after-care such as on boarding and time sheets 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.

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 short-list 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.



# Knowledge

- Types of stakeholders, including candidates, clients, internal teams and colleagues.
- Different types of recruitment organisation, including their own organisation's brand and service offering.
- Stakeholder requirements, for example consultation, salary benchmarking, market trends analysis, competitor analysis, sourcing candidates and or job roles.
- Recruitment processes, techniques, and stages of the recruitment life cycle.
- Recruitment models, including permanent, temporary, fixed term, managed service provider (MSP) contracts, and recruitment process outsourcing (RPO) contracts.
- Regulations, legislation, and codes of practice that impact their role and the organisation, and the implications of non-compliance, including data protection, the Employment Agencies Act and the Equality Act.
- External influences on the recruitment market, including social, economic, legislative, political, and technology.
- Principles of assessing labour market conditions, including identifying shortages for specific roles and demand for candidates with transferable skills to move from the legacy carbon economy into green economy jobs.
- Methods used for assessing candidates, for example planning and facilitating assessment centres, interview panels, informal telephone conversations, and how to support the candidate experience, including those requiring reasonable adjustments.
- Candidate sourcing techniques, including how to research, identify and attract candidates using methods to satisfy job requirements.
- K11: Principles and techniques of candidate assessment, including assessing transferable skills to fulfil stakeholder requirements, for example to identify candidates with skills that could transfer into new green economy jobs.
- K12: How to create and manage recruitment campaigns to meet stakeholder requirements.
- The use of networking and marketing tools in recruitment activities, for example meetings, social media, job fairs, exhibitions, events, advertisements, job boards and online.
- How to develop, maintain and improve relationships with stakeholders.
- Sales and marketing activities that support stakeholder requirements.
- Negotiating and influencing techniques.
- Methods for communicating information and interacting with candidates and other stakeholders to facilitate understanding, for example face-to-face or online meetings, emails, reports, and presentations.
- Managing and supporting candidates through the recruitment life cycle, including on boarding, providing advice and after-care.
- Technology and software tools used to support recruitment management activities, for example Artificial Intelligence (AI).
- The organisation's resource strategy and goals, and how this impacts their role.
- Recruitment budgets and how these fit into the organisation's business strategy.
- How to plan and prioritise activities to meet the organisation's recruitment strategy and processes, including allocating and managing resources throughout the recruitment life cycle and methods for increasing talent and client pipelines.
- Ethical and sustainable recruitment strategies, processes and working practices.
- Principles and policies of equity, diversity and inclusion in the workplace, and their impact on the organisation and recruitment activities.
- The complaint handling process for their organisation.

# Skills

## Skills

- Identify, progress, and convert leads into new candidates, placements, or clients.
- Source vacancies in line with stakeholder requirements and organisational policies and procedures.
- Manage and maintain stakeholder relationships and their role within the recruitment process.
- Interpret and apply regulation and legislation, share best practice, and advise stakeholders on their application.
- Plan and manage recruitment campaigns to attract candidates, including agreeing objectives with stakeholders and monitoring performance.
- Research, identify and attract candidates using methods to satisfy job requirements, including those with transferable skills to move from the legacy carbon economy to green economy jobs.
- Process, review, and progress candidate applications.
- Create and present diverse short lists of candidates to stakeholders.
- Inform and advise candidates on the outcome of their application at the individual stages of the recruitment process, including those that have been unsuccessful.
- Manage the recruitment and selection process for candidates, including those who require reasonable adjustments.
- Communicate information through different media, for example face-to-face or online meetings, emails, reports, and presentations.
- Engage with stakeholders to review recruitment processes and identify opportunities for continuous improvement and improving own performance.
- Review services provided and implemented improvements based on stakeholder feedback.
- Place candidates into roles that match their skills and stakeholder requirements.
- Use technology and software tools to manage information, ensuring compliance with organisation and legislation requirements.
- Challenge poor practice and non-compliance with the recruitment process and escalate where appropriate.
- Identify future changes in the sector that may impact the organisation, for example technology advances.
- Interpret policies to support and promote the delivery of equity, diversity, and inclusion in the workplace, and monitor their impact on recruitment activities.
- Identify and apply sustainable and greener methods of working, for example reducing energy and paper consumption, managing diaries to reduce carbon emissions (hold virtual meetings or attend multiple external meetings on the same day), considering greener options when booking venues for assessment centres or planning recruitment campaigns.
- Identify and maximise opportunities to support the organisation's business strategy, for example growing client or candidate pipelines.
- Manage resources within budget requirements.
- Respond to stakeholder complaints and escalate where appropriate.



# Behaviours

- Acts professionally, ethically and with integrity.
- Supports an inclusive culture, treating colleagues, candidates, and external stakeholders fairly and with respect.
- Takes accountability and ownership of their tasks and workload.
- Seeks learning opportunities and continuous professional development.

# Duties

- Identify recruitment opportunities by analysing and confirming stakeholder requirements to create job descriptions and person specifications.
- Create job adverts and marketing plans to advertise and promote vacancies.
- Research and identify potential candidates that match role and vacancy requirements.
- Contact potential candidates to qualify for current or future vacancies.
- Create candidate profiles with CVs to share with the hiring manager.
- Collate and communicate feedback on all candidates.
- Manage and facilitate the selection process in line with the organisation's preferences.
- Manage and facilitate successful candidates through to start date.
- Support the on boarding and administration process of new starts.
- Manage stakeholder engagement to ensure a pipeline of future work.
- Manage recruitment systems and data to ensure compliance with regulations and legislation.
- Contribute to the resource strategy through managing the implementation of agreed metrics and delivering the organisation requirements.



# Apprentice Journey

## Enrolment

- Recruitment support
- Information, advice and guidance
- Health and safety vetting
- Initial assessments
- Application form

## Induction

- Full induction with trainer
- Manager/mentor involvement
- Individual learning plan
- Commitment agreed
- Skill scan of prior knowledge

## Programme

- Trainer-led learning sessions
- Workplace portfolio development
- Off the job hours to complete programme
- Digital platforms and resources
- Functional skills maths and English where applicable
- 12-week progress reviews
- Mentor support & guidance

## End Point Assessment

- Presentation with questions
- Professional discussion underpinned by a portfolio of evidence

# Understand. Upskill. Unify.

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