

We partner with the NHS and Local Authorities and deliver publicly funded health and care services the Virgin Way: high quality, commercially sound services and problem-solving. As a result, we can invest the proceeds in the communities they serve to make positive differences to people's lives and help secure publicly funded health and care for the future.



Job details

Job title:	Recruitment Advisor
Reports to:	Senior Recruitment Advisor
Banding/Salary:	Competitive
Other benefits and pension access:	Group Pension scheme, 25 days annual leave plus bank holidays and Virgin Tribe - this grants you access to premier offers and discounts on Virgin Products such as holidays.

Role purpose

To support the recruitment of high calibre talent into Virgin Care through effective resourcing solutions and interventions.

Key responsibilities:

- Ensure recruitment policies, practices and procedures are clearly communicated and understood within aligned Business Unit
- Support key stakeholders and the People and Service Business Partner to deliver the recruitment strategy within aligned Business Unit
- Proactively source alternative recruitment solutions for hard to fill and critical recruitment areas in the business units
- Utilise work force planning data, such as the establishment management, to create resourcing approaches and strategy
- Research and understand market insights within Health Care to make informed decisions about resourcing initiatives and incentives
- Understand and implement internal and external talent management and advise managers of the platforms of resource
- Design assessment and selection processes including interview best practice, open days and assessment centres
- Provide best practice advice within fair recruitment, taking account of gender, cultural differences, diversity and fair access of opportunities for all
- Provide advice and guidance on the difference sourcing channels for different role

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

types such as head hunting, direct sourcing, campaigns, agency etc.

- Create social media content to advertise business units vacancies and opportunities
- Design recruitment campaigns with external marketing agencies; managing the performance and the KPIs of the campaign
- Understand VISA and sponsorship process for international recruitment strategies
- Partner with education providers to create employability programs and student learner programs with support from our Training and Development department
- Design and delivery of recruitment training modules to managers
- Manage recruitment agency relationships by negotiating terms and conditions and managing the recruitment service provided
- Use recruitment metrics and relevant data to provide recruitment reports and insights to the Senior Recruitment Advisor, People and Service Business Partners and the Managing Directors
- Lead on mobilisations with appropriate support from Senior Recruitment Advisor
- Understand jurisdictional employment law, regulations and policy that affects resourcing, assessment and exits
- Understand reward framework; different employment types of terms and conditions and bank to be able to advise key stakeholders and management
- Organisational understanding of pre-employment and contractual checks and requirements, supporting with the critical hires when required
- Develop understanding of all services within the business unit and understand wider services provided by other business units within Virgin Care
- Regularly contribute to team meetings and deep dive meetings and proactively challenge the ways of working in the team and encourage continuous improvement of recruitment strategy.

Person specification

Essential	Desirable
<ul style="list-style-type: none"> • Experience in a recruitment role, either agency or in-house • Experience of building key relationships with external and internal stakeholders • Experience of implementing established and alternative recruitment solutions • Excellent communication and interpersonal skills, both written and verbal, confident in dealing with a range of business users via multiple communication 	<ul style="list-style-type: none"> • Health or Social care recruitment experience • Up-to-date experience of market mapping, talent pooling or head hunting • Knowledge of VISA and sponsorship process.

channels	
<ul style="list-style-type: none"> • Understand how to work effectively in a team to deliver • Understand how to handle, resolve and escalate enquiries; passing on information promptly • Knowledge of internal and external recruitment and resourcing talent pipelines • Understand equal, fair and inclusive recruitment practices • Ability to analyse data and MI 	

Employee signature:	
Date:	
Manager signature:	
Date:	

About us

We've been part of the NHS since 2006. We partner with the NHS and with local authorities to provide high quality care and transform services to be sustainable for the future. We see more than a million people each year in community and primary care, social care and referral services across England.

- We're part of the Virgin Family, a worldwide family business spanning the globe which has invested more than £60m of its own money into our partnerships with the NHS
- We don't pay out our profits to shareholders, because we re-invest every penny into our partnerships with the NHS including through a £100,000-a-year innovation fund you can use to make a difference in your service.



- We're highly rated by the CQC. 91% of our services¹ are rated good or outstanding by the CQC and we're inspected more often – more than 80 times a year since 2013.
- We are one of just 22 organisations with a Government-backed quality award for our learning and development programmes run through our in-house development company, The Learning Enterprise.

Our values

- **We think** - Challenging ourselves and others on what we do, how we do it, fostering a culture of improvement.
- **We care** - putting people over process, treating service users like our own family, understanding and walking in the shoes of others.
- **We do** – cutting through bureaucracy and getting stuff done – holding ourselves and others to account for high standards and not just talking about change but delivering it.

Confidentiality and Information Security

As a Virgin Care employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by UK Data Protection laws and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and NHS Digital's Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information Governance Responsibilities

As a Virgin Care employee you are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Adherence to the clear desk/screen policy
- Only using email accounts authorised by Virgin Care – eg @virgincare.co.uk, NHSmail etc. These should be used in accordance with the Sending and Transferring Information Securely Procedures and IT and Electronic Communications guidance

¹ As at December 2019



- Reporting information governance incidents and near misses on CIRIS or to the appropriate person eg line manager, Head of Information Governance, Information Security Lead within and no later than 72 hours after identifying the incident
- Only using approved equipment for the use of Virgin Care business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with Virgin Care policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice / conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management / Health & Safety

All colleagues have a responsibility to themselves and others in relation to health and safety and will be required to work within the policies and procedures laid down by the company. Colleagues are required to observe Infection Prevention & Control procedures and demonstrate good hand hygiene.

Colleagues must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and Virgin Care policies and guidelines to ensure that we maintain a safe environment and safe working practices to protect service users, other colleagues and visitors. It is essential to observe strict fire and security precautions at all times. Ensure you know the fire procedures in your workplace; never obstruct fire exit routes or prop open fire doors. Always keep premises secure and check the identification of visitors or unknown persons in the workplace.

All staff have a responsibility to access Occupational Health, other staff support services and/or any relevant others in times of need for advice and support.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

Virgin Care is committed to safeguarding, protecting and promoting the welfare of children and adults at risk of harm. We expect all employees to share this commitment by working to relevant safeguarding legislation, multi-agency procedures and Virgin Care policies and guidance which promote safeguarding and safer working practices across our services.

As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. All colleagues working directly with people using our services will support them to participate in decision making in accordance with the Mental Capacity Amendment Act 2019.

Medicines Optimisation Responsibility

All health care professional colleagues who are registered with a regulatory body, must comply with their regulatory body, including standards of professional practice / and conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Nursing or registered healthcare professionals

All staff are responsible for undertaking all aspects of medicines optimisation related activities in accordance with the company's medicines policies and procedures to ensure the safe, legal and appropriate use of

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medicines. All staff are responsible for maintaining their competencies in order to undertake the medicines optimisation activities.

Skilled non-registered staff

Undertake aspects of medicines optimisation related activities in accordance with the company's medicines policy and procedures where appropriate training has been given and competencies have been achieved:

Policies & Procedures

All Staff will comply with the Company Policies and Procedures which can be found on the company intranet.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential.

As a Disability Confident Committed company, we work in partnership with the Department of Work and Pensions (DWP) to provide facilities, work environment adjustments and technical solutions to make our business an inclusive place for all. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

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