



## **JOB DESCRIPTION**

**Title:** Recruitment Officer

**Reports to:** Recruitment Manager

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### **Main Purpose of the Job**

To provide a best practice end to end recruitment service to the Royal Ballet and Opera, in line with our People plan, policies and procedures and provide an honest, responsive and consultative service to hiring managers.

Contribute to conversations around workforce planning and support the engagement of contracted, casual and freelance professionals.

Be committed to and deliver an exceptional candidate experience focused on inclusion, accessibility, and diversity in the RBO workforce.

### **Main Responsibilities**

- Provide a high-quality and proactive recruitment service for hiring managers across an allocated portfolio of RBO departments. Services to include:
  - Creating and updating job descriptions, advertisements and other recruitment documentation in line with agreed house style and branding guidelines.
  - Advising on and implementing recruitment advertising campaigns, specific to each vacancy and in line with the employer brand, in liaison with the Recruitment Manager and other designated key internal stakeholders.
  - Managing application processing and candidate short-listing, set up of interviews (both online and in-person) and liaising with managers in the design of selection exercises and drafting of interview questions.
  - Representing the HR department on recruitment selection panels and supporting Hiring Manager to adhere to best practice when interviewing.
  - Issuing offer letters, conducting all pre-employment checks (right to work, references etc) and drafting employment contracts.

- Ensuring that candidate experience is held central to work, liaising with hiring managers to ensure timely and constructive candidate feedback is given and the team are meeting their commitments to deliver an inclusive application experience.
- Ensure that HR onboarding processes are conducted in a timely and accurate manner, keeping internal trackers, candidates and managers up to date and well informed.
- Ensure that all HR administration for monthly paid new starters is accurate and up to date.
- Support the delivery of the RBO Equality, Diversity and Inclusion Strategy by placing diversity considerations at the heart of all recruitment activity. This will include but not be limited to:
  - Advising managers on how to make job descriptions, person specifications and advertisements more accessible and attractive to the widest possible talent pools, and in line with any specific diversity aims of particular teams.
  - Working with recruitment partners who are seeking opportunities for groups who are currently under-represented in our workforce.
  - Championing equal access to all of our employment opportunities for disabled applicants, in line with our Disability Confident commitments.
- Provide recruitment support and guidance for the apprenticeship, work experience and volunteer schemes.
- Support a culture of monitoring and continual improvement, through ongoing systematic analysis of the effectiveness of recruitment campaigns.
- Assist the Recruitment Manager and HR management team with other duties and projects as required.
- Attend external events such as Careers Fairs to help promote the work of the Royal Ballet and Opera and act as an advocate for careers within the organisation.
- Support the HR Services team with recruitment data, keeping them abreast of internal moves and changes through the recruitment process.

## **PERSON SPECIFICATION**

### **Essential Skills, Knowledge, and Experience:**

- Experience of working on recruitment campaigns and a proven commitment to proactively promoting diversity and inclusion through recruitment
- Proven organisational and administrative skills
- Excellent people skills, with the ability to work effectively with a wide range of people within and outside the organisation and build rapport quickly
- Excellent written and verbal communication skills

- Ability to prioritise own workload and to work unsupervised
- Commitment to delivering a high standard of customer care and continuous improvement
- Strong time management skills, with the ability to prioritise and meet deadlines
- Excellent research and project management skills
- Good computer skills with literacy across the MS Office suite, particularly Excel
- Sensitivity in dealing with confidential information
- Flexibility in dealing with changing priorities
- Accuracy and attention to detail
- Ability to assimilate new information and learn routine procedures
- Ability to deal sensitively with people at all levels with tact and diplomacy
- An effective team player

**Desirable Skills, Knowledge and Experience:**

- An interest in and enthusiasm for the Arts
- Experience with Microsoft SharePoint
- Associate CIPD membership
- Experience of HR IT systems – ATS, HR Databases

*This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

