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| Role Title | Recruitment Officer (Driver) |
| Reports to | Recruitment Team Leader (Driver) |
| Division/Department | Human Resources |
| Location | Battersea |
| Grade | |

Purpose of Role

Providing a comprehensive recruitment function to the Recruitment department and manage recruitment activities of the organisation to ensure that the driver recruitment levels are met in order to meet the requirements of the business.

Ensuring that recruitment process followed is compliant with company policy and process.

Key Accountabilities

- Managing and maintaining the online Applicant Tracking System for all Bus Driver vacancies
- Coordinating recruitment & selection activities from start to finish including; short-listing candidates, inviting candidates to recruitment days, supporting recruitment day activities such as interviewing/ coordinating drugs & alcohol testing/ driver medicals, notifying candidates of the outcome.
- Ensure that the pre and post offer administrative process for successful candidates is completed including checking candidate's eligibility to work, arranging references and other background checks
- Carrying at all stages of the recruitment process and monitor and apply HR recruiting best practices.
- Manage the HR and Careers Inbox, ensuring that all correspondence is dealt with as appropriate and in a timely manner.
- Prepare recruitment materials and post jobs to appropriate job boards
- Arrange new entrant medicals, including drug & alcohol testing
- To issue contracts and offers of employment to successful applicants. Ensure that full details of all new entrants' details are passed to Training Teams. Completing weekly and monthly data for recruitment reports.
- Manage the on-boarding process of new employees and manage the transition of temp-perm employees
- Act as a point of contact and build influential candidate relationships during the selection process
- Have a duty of care for the health and safety of yourself and your colleagues at all times and reporting any unsafe acts or omissions to safety to the Recruitment Team Leader
- Creating new employee records
- Ordering goods/services, raising purchase orders and goods receipting for the Recruitment team

Role Profile

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| <ul style="list-style-type: none"> To undertake projects and other tasks and activities as necessary |
| <ul style="list-style-type: none"> Any other duties commensurate with the role. |

Role Dimensions

Financial (budget, delegated authority etc)





Main Contacts

| Contacts | Frequency | Purpose |
|----------------------------------|-------------|---------|
| Recruitment Team leader | Daily | |
| Recruitment and Training Manager | Daily | |
| Recruitment Officer | Daily | |
| Operations Manager | As required | |
| External Stakeholders | As required | |
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Person Specification

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| Performance focused with the ability to build effective working relationships with internal and external stakeholders |
| Experience of providing Recruitment advice and guidance |
| Excellent interpersonal skills along with an ability to communicate effectively |
| Ability to work within tight time constraints and submit accurate work within set deadlines |
| Flexible approach to working hours – able to attend out-of-hours external meetings if required. |
| Thorough appreciation of the needs of external customers and external stakeholders |
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Role Profile

| Abellio Values | |
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| <p>At Abellio London, we share a set of common principles and processes with the wider Abellio group known as the Abellio Way. This strategic framework supports the achievement of our goal of becoming 'the best bus company in London' and is underpinned by our organisational values. It is expected that all colleagues demonstrate these behaviours in their work.</p> | |
|  GENUINE | <p>We're respectful, straightforward, customer centric, open and welcoming.</p> |
|  PROFESSIONAL | <p>We take our responsibilities seriously; we take ownership and are accountable. We also deliver on our promises, are responsive and cost-conscious.</p> |
|  INCLUSIVE | <p>We passionately believe in diversity and ensure we work in a way that's inclusive, connected with our stakeholders and promoting empowerment.</p> |
|  PROACTIVE | <p>We're progressive, forward-thinking, innovative and decisive. We focus on continuous improvement and challenging the status quo.</p> |