

Job profile

Post Title:	On boarding Advisor
Band:	Band 3 (subject to Agenda for Change evaluation)
Base:	Shrewsbury Business Park, with travel required between The Royal Shrewsbury and The Princess Royal Hospital sites
Department:	Temporary Staffing Department, Workforce Directorate
Responsible to:	Temporary Staffing Team Lead
Accountable to:	Temporary Staffing Manager

Job Summary

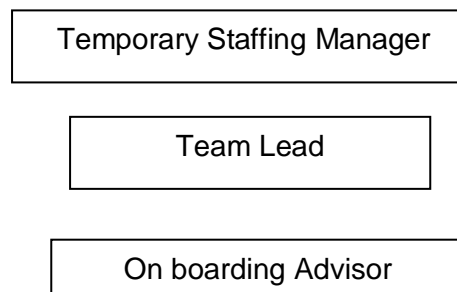
To provide a comprehensive, high quality on boarding service to all Temporary Staffing new starters.

To act as the dedicated On boarding Advisor for supporting new starters recruited to the Trust bank.

To provide a pro-active and effective, customer focused on boarding service, which is carried out in accordance with agreed processes and Trust policy.

To support the Temporary Staffing Team Lead in designing on boarding systems and processes that meet best practice standards and are compliant with equality and diversity, data protection and other employment legislation.

Organisational Structure



Main duties and responsibilities

- **On boarding**

1. Act as the dedicated on boarding Specialist for all new successful Temporary Staffing applicants for the first 6 months post appointment.
2. Maintain contact with candidates following a successful appointment to the Temporary Staffing Bank, to ensure positive recruitment experience post appointment.
3. To provide a pro-active, considerate, polite and excellent customer focused experience.
4. Responsible for processing the on boarding documents for new starters, e.g. Car Parking form, IT form, ID badge, booking corporate induction,
5. To attend the HCSW academy to introduce the Department/Trust, deliver uniforms and answer any follow up Q&A's.
6. Responsible for the processing of induction and training timesheets in a timely manner.
7. Responsible for facilitating supernumerary shifts, liaising directly with the candidates and ward managers. Ensuring candidates are ready and prepared.
8. Ensure that information sent to candidates is consistent, accurate, up to date and professionally presented.
9. To act on own initiative on a daily basis and to prioritise own workload as required.

- **General duties**

10. To participate in meetings and activities relating to on boarding processes and support the implementation of improvement and innovation.
11. Act as an ambassador for the Trust ensuring that all enquirers and applicants receive a good impression of the organisation as a potential employer and that all enquiries are dealt with promptly.
12. Ensure that information sent to candidates is consistent, accurate, up to date and professionally presented.
13. Provide support and cover for the Temporary Staffing call centre colleagues as required.
14. To participate in recruitment activities such as open days and recruitment fairs.
15. Use the ORACLE system to place orders on behalf of the Temporary Staffing Team Lead.
16. To undertake any projects as determined by the Temporary Staffing Team Lead.
17. To support the Temporary Staffing Team with any ad-hoc administrative tasks.

18. To provide cross-cover with colleagues in other parts of the wider Workforce team as required, ensuring the delivery of an uninterrupted administrative service across the Workforce function.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to

take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Job Description agreement

<i>Manager</i>	<i>Postholder</i>
Name:	Name
Signature:	Signature:
Date:	Date: