

Working with Us

Job Title

HR Assistant, Recruitment & Employment Services Team

Name

Carmen Barrett

Entry Route

Applied through the trust website



Role

My primary responsibility is administering the recruitment process - I cover the Surgical Division. I work within a small team to coordinate the complete recruitment process from when the vacancy is first identified, through to starting a new employee in post. I issue their contract of employment, and ensure they have attended Corporate Induction. I then send all their recruitment records to the line manager, as this forms the basis of their personal file which is a live record and the manager will add various documents throughout their employment. I have also been involved in international recruitment projects. I am proud to work within such a supportive team. We all work together to provide an excellent recruitment service to the Trust.

Typical Day

I usually start the day by logging into TRAC to check my recruitment dashboard – the system uses a traffic light style colour coding to identify which vacancies require attention. The aim is to have a green dashboard by the end of the day. I also check any messages received in TRAC, these may be from candidates or recruiting managers. I also meet and greet candidates who are attending for their pre-employment ID check, and answer the telephones.

On a daily basis I provide basic HR advice to staff and managers by telephone, and email, answering queries about Trust Policies, and NHS terms and Conditions, as well as recruitment. I also process applications for Maternity leave and retirement vouchers, maintain databases, and liaise with external agencies as required.

Why I do my Job

Although I did not originally intend to work in HR, I have gained a wide range of experience, and learned a lot, particularly about how the NHS works. As a result I really enjoy my job, and am now making plans for a career in this area. I have recently complete my NVQ as part of the Trusts' apprenticeship promise, and I am very grateful that I have been given the opportunity to study a CIPD (Chartered Institute of Personnel and Development) course at college, which I hope will ultimately support me to progress my career in HR.