



Association of Colleges

The Association of Colleges (AoC) exists to represent and promote the interests of Colleges and provide members with professional support services. As such, we aim to be the authoritative voice of Colleges – based on credible analysis, research, advocacy and consultation with Colleges – and the first choice destination for guidance and advice for members. AoC was established in 1996 by Colleges themselves as a voice for further education and higher education delivered in Colleges at national and regional level.

Our membership includes General and Specialist Further Education Colleges and Sixth Form Colleges in England and we work with other College associations via the UK Council of Colleges AoC's structure includes a busy national office in London, an active network of nine regional offices and a wide range of member networks, through which staff and Governors inform and shape AoC policy and activity.

JOB DESCRIPTION

Recruitment Executive – Business and Development search

Job Purpose: To deliver a high quality executive recruitment service to further education colleges and other external stakeholders as appropriate.	
Department / Directorate	Executive Recruitment
Reports To	Executive Recruitment Manager
People Management	Direct Reports: none Indirect Reports: none

Monetary Responsibility	Budget/ Revenue Generation: N/A Risk Management: N/A
External Key Contacts	Decision makers within colleges
Internal Key Contacts	Wider AoC and AoC Create teams

Key Accountabilities & Responsibilities:

1. To support the team to develop and grow the business within executive recruitment
2. Responsible for designing and delivering rigorous recruitment assessment documentation, materials and processes
3. Proactively conduct candidate attraction through networking and targeted executive search
4. Conduct candidate assessment through desk based assessment and sifting of application forms and CVs
5. Liaise with candidates to ensure they are fully advised of processes and progress
6. Liaise with clients and prospective clients to ensure they are regularly and consistently updated on progress
7. Proactively build relationships and business pipeline with prospective clients through telephone and face to face business development meetings
8. Respond quickly and accurately to client requirements
9. Support clients and prospective clients throughout assignments and campaigns
10. Proactively cross sell wider AoC Create solutions to key clients
11. Any other duties that could reasonably be required

PERSON SPECIFICATION

Competencies

Competency	Min Level for the job (Level 0-4)	Effective behavioural examples (taken from the Core Competency Framework)
Working with others	1	<p>Relates well to people from all backgrounds and levels and treats everyone with respect</p> <p>Is consistently helpful, positive and collaborative</p> <p>Gives constructive and timely feedback to colleagues and seeks it in return</p> <p>Builds rapport</p> <p>Engages with others to better understand their requirements and develops appropriate solutions/improvements</p>
Communicating with others	2	<p>Engages and shares information with colleagues, internal and external audiences to support agreed courses of action</p> <p>Clarifies important messages and issues and uses appropriate language</p> <p>Considers structure and meaning when producing written communication</p> <p>Presents information which influences and has a positive impact on audiences</p>
Influencing	1	<p>Gives and receives constructive feedback</p> <p>Seeks timely clarification to verify own understanding</p> <p>Expresses a difference of opinion in a controlled manner</p> <p>Supports team members working on the same or related work objectives</p>
Making effective decisions	1	<p>Tailors own work practices</p> <p>Shows initiative and is willing to</p>

		<p>take decisions within the accepted parameters of the role</p> <p>Shares appropriate and timely information with others</p> <p>Recognises when to refer up to more senior colleagues</p>
Analysing and interpreting information	2	<p>Applies specialist and detailed expertise. Uses technology and other relevant information and resources to achieve work objectives</p> <p>Ensures appropriate systems are in place to monitor and address business needs</p> <p>Uses evidence to evaluate policy, projects or programmes</p> <p>Actively promotes knowledge sharing and ensures that self and team(s) take account lessons learned</p>
Planning and organising	1	<p>Manages own work to deliver on time</p> <p>Keeps other relevant people updated on the progress of own work, team objective or a plan</p> <p>Asks questions to clarify expectations</p> <p>Meets performance standards and objectives</p>
Taking personal responsibility	2	<p>Promotes and upholds standards</p> <p>Deals with a range of difficult situations with limited support of guidance from others</p> <p>Demonstrates full commitment to the AoC, complies with standards and rules</p> <p>Challenges the status quo in own and related areas. Urges managers to consider issues from a completely new perspective</p> <p>Builds team spirit and proactively nips conflict in the bud</p>

Upholding ethics and values	2	Can explain how they are contributing to achieving AoCs vision Maintains a positive outlook at work Demonstrates passion for the work Values diversity and all it brings
Coping with pace, setbacks and change	2	Is quick and effective in dealing promptly with emergencies Makes positive use of pressure and maintains own feelings Grasps change, accepts situations and takes the opportunity to practise new skills/techniques

Additional Requirements

Description	Essential	Desirable
Education/ Qualifications/ Professional Bodies		
GCSE English GCSE grade C and above or equivalent	E	
Graduate qualification in either HR or show demonstrated breadth and depth in recruitment of middle to senior	E	
Level A&B Qualification for occupational personality profiling and skills testing		D
Knowledge Skills and Experience		
Demonstrate breadth and depth of experience in recruitment of middle to senior professionals	E	
Computer confident, proactive and enjoys learning new IT systems, intermediate skills and knowledge of Microsoft Word, Outlook, Excel and PowerPoint	E	
Experience of databases/ website communication systems	E	
Strong interpersonal and customer relationship management skills	E	
A self-starter, able to work without supervision and maintain a high quality of work	E	
Experience of sales and search within Recruitment	E	
Attributes		
Demonstrates respect for equality of opportunity & diversity and works to actively promote an inclusive work environment & good working relationships amongst staff	E	

Actively works to support and develop staff under their management.	E	
Demonstrates an interest in Further Education	E	
Demonstrates commitment to own learning and continuous improvement through training and development.	E	

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation