

Job Description

Job Title:	Temporary Recruitment Co-ordinator
Department:	Chief Executive's
Reporting to:	CLC Appointments Committee
Salary:	£320 - £350 per day negotiable
Date:	December 2018

About the Council for Licensed Conveyancers

The Council for Licensed Conveyancers (CLC) is the independent regulator of specialist conveyancers and probate lawyers. It covers all regulatory functions including setting standards, monitoring and investigation, complaints and disciplinary matters, licensing and enforcement.

Job Context and Purpose

The CLC's Appointments Committee is looking to recruit an interim recruitment coordinator to manage the recruitment process for Adjudication Panel members.

The objective is for the advertisement, selection and recruitment process to be completed by the April 2019.

Reporting to the Appointments Committee, the successful candidate will be expected to manage the recruitment process, from arranging the vacancies to be advertised through the appropriate channels, sourcing potential applicants pro-actively through to the analysis of applications received and presentation of candidates for interview.

This is a temporary role based at the CLC's offices in central London.

The successful candidate will be well organised with experience of working as a recruitment co-ordinator and of conducting an executive search.

About the Adjudication Panel

The CLC's Appointments Committee is looking to recruit five independent members to sit on its Adjudication Panel. The Panel includes both lay and professional members (Licensed CLC conveyancers or practitioners who are able to demonstrate current experience of practicing as a Licensed Conveyancers). The term of office of its current members; two lay members (one of which is its Chair), and three professional members ends in August 2019.

The Adjudication Panel operates independently of the CLC's Council. Cases are referred to the Adjudication Panel in instances where the CLC suspects that an individual or firm has breached its regulatory Code of Conduct. The Panel will determine the disciplinary sanctions to be applied to the respondent if it finds that a breach was made.

The Adjudication Panel hears and determines disciplinary cases referred to it by the CLC. The CLC brings cases to the Panel when it suspects an individual or firm has breached the Code of Conduct. The Panel will determine the disciplinary sanctions to be applied to the respondent if it finds that a breach was made. The Adjudication Panel makes its determinations independent of the CLC. No member of the Adjudication Panel is either a member of the CLC Council or an employee of the CLC.

Key Areas of Responsibility for Postholder

The postholder will have the following specific responsibilities.

- Advertisement of the vacancies
- Conducting an extensive executive search to ensure that a wide and diverse range of suitable professional and lay candidates is reached
- Responding to enquiries about the role
- Assessing candidate CVs to advise the Appointments Committee on their skills
- Making recommendations to the Appointments Committee on longlisting and shortlisting
- Arranging candidate interviews with the Appointments Committee
- Management of the candidate offer process from offer to obtaining references and onboarding
- Providing feedback to unsuccessful candidates
- Providing management information on the diversity of applications received, candidates longlisted, shortlisted and appointed.

Experience of Recruitment Co-ordinator

The person appointed will have significant experience of recruitment, including executive search and candidate sourcing

They will have:

1. Knowledge of recruitment and employment legislation
2. A pro-active, self starting attitude
3. An ability to understand the nature of the role of Adjudication Panel members
4. The ability to work independently
5. The ability to manage own workload and to work to tight deadlines
6. An understanding of the ramifications of data protection and its application to working practices
7. Good interpersonal skills
8. A clear understanding and commitment to equal opportunities and its promotion and diversity.

They will also need to demonstrate:

- A. Confidence to with enquiries from candidates
- B. Confidence to advise the Appointments Committee on the recruitment process
- C. Willingness to undertake all aspects of the job at all levels
- D. Ability to report and advise both orally and in writing as required.
- E. Ability to handle communications with media externally and internally in a professional and courteous manner.