

JOB DESCRIPTION

Job Title	Recruiter (Level 1)
Reports to	Recruitment Manager
Job Purpose	<p>Responsible for the attraction and engagement of candidates within a defined area of the organisation, proactively sourcing and selecting appropriate applicants for allocated roles.</p> <p>Management of stakeholder relationships, ensuring an efficient and engaging recruitment process for all, liaising with internal departments as required.</p> <p>Overall reduction of vacancies across an allocated region, impacting retention and preventing reliance on interim or temporary resources.</p>
Key Deliverables	<ul style="list-style-type: none"> Talent Attraction KPI's – For example, volumes (heads/FTE), offers to onboarding, time to fill, time to hire, % direct hires & SLA's Recruitment data, reporting & tracking Compliance & quality Hiring Manager & Candidate feedback
Key Accountabilities	<ul style="list-style-type: none"> Proactively attracting candidates through a range of methods and sourcing tools, including targeted campaigns, social media, on-line advertising and proactive approaches. Drafting and posting adverts across a variety of platforms. Ensuring all external and internal roles advertised are subject to the correct authorisation process. Building effective stakeholder relationships and understanding of requirements, adjusting attraction methods to meet individual needs. Developing attraction plans aligned to role requirements. Screening applicants, ensuring suitability and matching to relevant vacancies. Ensuring a smooth and engaging candidate journey, from initial application/approach to process outcome. Supporting with the offer process, ensuring alignment to overall pay and benefit structures. Creating talent banks and building candidate networks for future vacancies. Utilisation of an ATS, ensuring all records are updated in real time, enabling accurate reporting and MI for each area. Involvement in wider recruitment projects. Attending job fairs and recruitment events where required. Providing cover for the wider recruitment team as requested.



PERSON SPECIFICATION

Skills, Knowledge and Experience	<ul style="list-style-type: none">• Previous recruitment experience gained through working in a fast-paced environment.• Knowledge of attraction techniques, including social media, online advertising and Boolean searches.• Experience of telephone interviewing in a high volume, fast paced environment.• Proficient in Microsoft Office, with previous experience using an ATS.• Confident in building relationships with a variety of stakeholders.• Calm and methodical approach, with the ability to work to targets and deadlines.
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