

Recruitment Lead

My Role Pack

Name	:-
Reports to	:- Recruitment Manager
Salary	:- £35,000

Welcome to your My Role Pack, your pack will:



Give you a clear description of your role including your accountabilities and responsibilities.



Highlight all of the training you need to complete and timescales.



Help you to spend time reflecting on what you have learnt and to share with your manager.

Job Purpose



Lead on recruitment strategy and talent attraction to ensure each critical area matched against agency spend has an effective plan in place.



Team coaching and leadership - Support your recruitment advisors and co-Ordinator in how to achieve their set KPI's



Lead recruitment projects to ensure policies and processes are as simple for the team and wider business as they can be.



Work closely with Marketing to develop a strong relationship showcasing our Employee Value Proposition and branding throughout recruitment.



Work with the Recruitment Manager to develop policies that are fit for purpose and those that empower hiring managers.



Understand all aspects of EVP and be aware of all changes to the reward offering to ensure the organisation is an attractive place to work.



Review HR/Workforce data to proactively deliver measurable improvements in People KPIs with stakeholders.



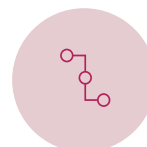
Build a strong Recruitment stream with a positive culture whilst ensuring effective onboarding attraction and strategy.



Build internal and external networks to positively impact our future plans and business performance.



Champion positive colleague relations with stakeholders across the business.



Work closely with wider Twenty20 agencies on permanent vacancies where they can support in areas of our business that we operate.



Service delivery – ensure delivery of effective recruitment services runs throughout the team.

Within your role you will

Process, Toolkits and Projects

- Lead on key recruitment projects which should be deployed within the wider business through effective and timely project management and consultation with the business and stakeholders to deliver commercial success.
- Collaborate with the wider Twenty 20 Group to ensure we are optimising the scope of what can be kept within the group to financially optimize the business.
- Support the development, updating and launching simple and clearly defined efficient policies, processes, toolkits and training sessions, through effective and timely project management and consultation with the business and stakeholders, balancing the needs of the business and legal compliance.
- Effectively communicate Recruitment messages, updates and policy changes to stakeholders.
- In every conversation I have I champion equality and diversity. I lead by example and am an ally.
- Coach, support and challenge the capability of/or in our SLT to manage the workforce strategy more effectively.

Operational Execution / People KPIs

- Work with senior stakeholders to identify pragmatic solutions to business issues within your stream, balancing commercial needs with the needs of our colleagues, enabling proactive solutions.
- Create a strategic planning element in recruitment - looking at Workforce data and where we have potential gaps and how we can fill these utilising different strategies or stakeholders such as TLE, Marketing or external stakeholders to prevent upcoming agency spend.
- Ensure the Recruitment Leads align to the teams objectives, with assigned workforce projects assigned to them to support the delivery of the Recruitment teams objectives.
- Support with the delivery of the key performance indicators ensuring that co-ordinators are empowered with the ability to be able to ensure the onboarding timeframe does not exceed 20 days
- Lead on the strategy for each business unit and difficult to fill role with the advisor to reduce the vacancy factor across your recruitment stream and ensure we have a net +8 offers across the business per month.

Within your role you will

Performance / Management Information

- Work with business unit heads to understand key focuses for each area to ensure Recruitment Advisors are aligned to this and the focus within the team works from financial optimisation.
- Manage the Recruitment Co-ordinators to upskill their way of working and instil confidence
- Manage the Recruitment Advisors to upskill their strategic thinking and recruitment approach aligned to fill the vacancies which are accounting for the highest agency spend.
- Support the co-ordinators with how to process a VISA on the home office portal and upskill the advisors with what the requirements are with international recruitment and how to land this successfully
- Work around the established KPI's and monitor this against where we have operated previously and how we can best achieve the KPI's.
- Understand the ever evolving labour market, and ensure the stream are effectively trained in the attraction, selection, deployment and retention of available appropriately qualified temporary and permanent candidates for local and/or national needs. Maintaining a thorough and in-depth knowledge of competitor activity within the market place .

Data Analysis / SLAs

- Review workforce data and work with the Recruitment Advisors on the areas with high agency spend, negative trending data so that we can take a preventative approach to increased agency spending.
- Work with the Recruitment Advisors to establish new and innovative ways to present Recruitment data, creating insight and data driven commercial solutions.
- Manage the service level agreements and ensure the team operates within these confines and is able to deliver an excellent service with recorded data and feedback
- Have an awareness of all mobilisations and exits and attend relevant meetings for workforce planning if appropriate

Skills

How (Behavioural)

- Resilience, getting the best from yourself
- Professional courage and Influencing,
- Collaboration. Working better together
- Innovation, being open to new ideas
- Coaching and mentoring skills, building a strong development ethos through the team with the correct technique to get the best from each colleague.

What (Technical)

- Insights focussed, data driven decisions.
- People Practice.
- Workforce Data, people analytics
- Management
- Diversity and inclusion
- Candidate experience
- Commercial Awareness.
- Risk Analysis.