



Recruitment Advisor

My Role Pack

Name :-
Reports to :- Recruitment Lead
Salary :- £28,000

Welcome to your My Role Pack, your pack will:



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



Highlight all 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



Work alongside the Recruitment Lead to ensure there is an effective strategy and talent attraction plan in place to reduce agency spend.



Team working - Support your recruitment Co-Ordinator in how to achieve their set KPI's, upskill them in how to take a proactive approach and give advice



Ensure recruitment policies, practices and procedures are clearly communicated and understood within your aligned business units.



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



Organisational understanding of pre-employment and contractual checks and requirements, supporting with the critical hires when required



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.



Research and understand market insights within Health Care to make informed decisions about recruitment initiatives and invce



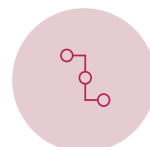
Regularly contribute to team meetings and deep dive meetings and proactively challenge the ways of working in the team



Organisational understanding of pre-employment and contractual checks and requirements, supporting with the critical hires when required



Champion positive colleague relations with stakeholders across the business.



Understand reward framework; different employment types of terms and conditions and bank to be able to advise key stakeholders and management



Lead on contract growth from a recruitment perspective and support on mobilisations with the Recruitment Lead

Within your role you will

Process, Toolkits and Projects

- Support 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.
- 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.

Operational Execution / People KPIs

- Work with stakeholders to identify pragmatic solutions to recruitment issues within your business unit.
- Support the co-ordinators and empower them with the ability to be able to ensure the onboarding timeframe does not exceed 20 days' work with the co-ordinators on how to risk assess/clear staff in an effective timeframe.
- Contact all candidates who we shortlist via telephone to create a warm friendly recruitment approach
- Call incomplete applications to convert them into an application
- Schedule interviews within 3 working days of application or escalate to the manager with any delays
- Have weekly catch up's with the recruitment co-ordinator to collaborate on ways of working, upskill and provide an overview of the pipeline

Within your role you will

Performance / Management Information

- Work with the Head of Operations to understand key focuses and ensure managers are held accountable for recruitment and support is allocated where needed
- Achieve the set amount of offers per week within the business units you are responsible for looking after to ensure growth within the business from a net headcount perspective
- Support and challenge recruiting managers to ensure we provide best practice and share ways of working across the business.

Data Analysis / SLAs

- Review workforce data with the Recruitment Lead to go through areas with high agency spend, negative trending data so that we can take a preventative approach to increased agency spending.
- Establish new and innovative ways to present Recruitment data, creating insight and data driven commercial solutions.
- Have an awareness of all mobilisations and exits and attend relevant meetings for workforce planning if appropriate
- Respond to any query via Service Now or email within 3 working days
- Any relevant applicant for a registered role should be sent onto a manager within 1 working day

Skills

How (Behavioural)

- Proactive – take a proactive approach to the work you do whether this be in sourcing or creating innovative ways to recruit staff
- Resilience, getting the best from yourself.
- Professional courage and Influencing
- Collaboration. Working better together
- Innovation, being open to new ideas

What (Technical)

- Insights focussed, data driven decisions.
- People practice.
- Workforce data, people analytics
- Diversity and inclusion
- Candidate experience
- Risk Analysis