

ROLE PROFILE

Role Title:	Resourcing Advisor
Department:	HR & Learning
Role Purpose:	<p>Working as part of our Resourcing Team, you will be responsible for promoting Midland Heart's Resourcing strategy, using both online and offline talent sourcing methodologies.</p> <p>You will be responsible for the sourcing, talent pooling and pipelining of internal and external talent, working with the Resourcing Business Partner and HR Business Partners to identify and implement innovative resourcing strategies.</p>
Reporting to:	Resourcing Business Partner
Responsible for:	None
Disclosure level:	Not applicable
Role Level:	<u>Frontline Worker</u>

Key Role Responsibilities	<p>Directly source active and passive candidates through various channels including LinkedIn Recruiter, Talent Pools, CV Databases, Referrals, Networking etc.</p> <p>Build and maintain talent pools for business areas/skill sets/frequently recruited roles.</p> <p>Work closely with HR, Learning, and Reward, to develop strategies, process guidance, expertise and market knowledge.</p> <p>Develop Midland Heart's employee brand awareness and improve perception in the internal and external market place.</p> <p>Attend briefings with recruiting Line Managers to understand specific or ongoing hiring needs and position specifications.</p> <p>Conduct first stage pre-screening of candidates, shortlisting candidates for submission against a vacancy where appropriate.</p> <p>Manage candidate expectations ensuring they receive an excellent experience throughout the sourcing process.</p>
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	<p>Provide feedback to successful and unsuccessful candidates identified.</p> <p>Work in partnership with HR Business Partners and operational stakeholders to devise a workforce plan and forecast that maps critical role requirements and skills for the short, medium and long term.</p> <p>Work with HR Business Partners to plan and design high volume recruitment drives across business functions, including assessment centre design and delivery; ensuring that the organisation is put forward as an attractive employer to all potential candidates.</p> <p>Manage and maintain Midland Heart’s applicant tracking system.</p> <p>Provide regular feedback to internal stakeholders on sourcing activity progress; produce or contribute to standard reporting on sourcing metrics.</p> <p>Provide information and recommendations to develop and implement new services, policies and procedures for candidate sourcing within Midland Heart.</p> <p>Challenge working practices and methods in a proactive but constructive manner.</p> <p>Work proactively to present solutions on all people related issues.</p> <p>Any other duties commensurate with the nature and status of the role.</p>
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<p>Education, Qualifications and Training</p>	<p>Associate CIPD or equivalent, relevant professional qualification</p> <p>Educated to GCSE level or equivalent including English at Grade ‘C’ or above</p> <p>Evidence of ongoing continuous professional development</p>
<p>Knowledge and Experience</p>	<p>Previous in-house recruitment experience from within a complex, commercial, multi-divisional organisation.</p> <p>You will have experience of sourcing candidates across a broad range of functions, with a demonstrable track record of devising and implementing successful candidate sourcing strategies.</p> <p>You will have experience of using ATS and CRM systems.</p>

	<p>You will have experience of using LinkedIn Recruiter.</p> <p>You will also have a solid and up to date knowledge of recruitment principles, practices and employment legislation.</p> <p>Understanding of workforce and succession planning and be able to translate plans into robust hiring solutions</p> <p>Working knowledge of the social housing and social care labour markets.</p> <p>Computer literate, highly competent IT user including word, excel and PowerPoint.</p>
<p>Role Specific Skills & Behaviours</p>	<p>High customer service focus, with excellent communication and interpersonal skills.</p> <p>Well organised, with the ability to work to tight deadlines and excellent attention to detail.</p> <p>Strong understanding and respect for confidentiality.</p> <p>Ability to adapt to changing demands and deadlines.</p> <p>Innovative and creative</p> <p>Maintains effective work behaviour in the face of setbacks or pressure.</p> <p>Excellent IT and social media skills</p> <p>Understanding of and commitment to the principles of equality and diversity.</p>