

Role Profile

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| Role Title: | Resourcing Specialist |
| Department: | Talent |
| Role Purpose: | To support the development and delivery of our Talent strategy; ensuring that we proactively identify, attract, select and develop talent with the skills and behaviours needed to ensure we deliver our strategic ambitions. |
| Reporting to: | Resourcing Manager |
| Responsible for: | None |
| Disclosure level: | Basic |
| Role Level: | <u>Frontline Worker</u> |

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| Key Role Responsibilities | <ul style="list-style-type: none"> • Working closely with hiring managers at all levels to plan, facilitate and evaluate end-to-end recruitment processes that deliver a seamless, positive candidate experience. • Proactive direct sourcing of active and passive candidates through various channels including LinkedIn Recruiter, Talent Pools, CV Databases, Referrals, and Networking etc. • Conducting first stage pre-screening of candidates, shortlisting candidates for submission against a vacancy where appropriate. • Working with hiring managers to design innovative assessment processes that provide candidates with the best possible opportunity to showcase the skills and behaviours required of the role. • Ensuring clear and effective communication with both candidates and hiring managers throughout the recruitment process, to ensure clear expectations are set and they receive an excellent experience throughout the sourcing process. • Working with the Resourcing Manager 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. • Building and maintaining talent pools for business areas/skill sets/frequently recruited roles. • Supporting the Resourcing Manager and Head of Talent to develop and embed our employer brand across labour markets, so that we attract the best candidates and are recognised as an employer of choice. • Managing and maintaining Midland Heart’s applicant tracking system, including ensuring that robust and accurate records of recruitment |
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| | <p>processes are maintained.</p> <ul style="list-style-type: none"> • Where required, working and managing relationships with external Recruitment Agencies to ensure access to relevant candidate pools value for money. • Providing regular feedback to internal stakeholders on sourcing activity progress; produce or contribute to standard reporting on sourcing metrics. • Contributing to the development and continuous improvement of the overall Talent function; ensuring collaborative working across all parts of People Services. • Leading or participating in projects across the Talent Function as required. • Any other duties commensurate with the nature and level of this role. |
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| <p>Education, Qualifications & Training</p> | <ul style="list-style-type: none"> • Educated to degree level or equivalent, relevant professional qualification. • Evidence of ongoing continuous professional development. |
| <p>Knowledge & Experience</p> | <ul style="list-style-type: none"> • Previous in-house recruitment experience within a complex, commercial, multi-divisional organisation. • Experience of successfully devising and implementing proactive candidate sourcing strategies across a broad range of functions. • Experience of designing and facilitating assessment processes that effectively identify both technical competency / skills and desirable behaviours. • Experience of using ATS and CRM systems. • Experience of using LinkedIn Recruiter. • A solid and up to date knowledge of recruitment principles, practices and employment legislation. • An understanding of workforce and succession planning and the ability to translate plans into robust hiring solutions. |
| <p>Role Specific Skills & Behaviours</p> | <ul style="list-style-type: none"> • Computer literate, highly competent IT user including word, excel and PowerPoint. • High customer service focus, with excellent communication and interpersonal skills. • Well organised, with the ability to work to tight deadlines and excellent attention to detail. • Strong understanding and respect for confidentiality. • Ability to adapt to changing demands and deadlines. • Innovative and creative • Maintains effective work behaviour in the face of setbacks or pressure. |