

**Name:**

**Department (and Section where appropriate):** HR

**Grade:** G3

**Job Title:** Recruitment Partner

**Immediate Line Manager (Job Title):** HR Director

**Job Purpose**

This role will be responsible for managing the end-to-end recruitment and selection process across the company. Advertising vacancies, building talent pools, utilising on-line recruitment platforms / social media and resourcing candidates on active vacancies. Delivering high quality managed campaigns, in a structured but flexible manner.

Provide an effective talent attraction and selection service to the business.

Ensure adherence to recruitment policies and procedures applying best practice in recruitment activities and ensuring compliance to relevant legislation.

**Main Duties (including % of time spent)**

- Establish best approach to in-house recruitment according to role and grade e.g. LinkedIn, agency etc.
- Set up a social media presence and optimise use of LinkedIn for targeting candidates and building relationships. Utilise various job portals and social media to attract top talent, investigating new ways to connect with recruits to build a direct sourcing approach.
- Build an employer recruitment brand and establish relationships with pools of candidates e.g. A level colleges, local universities. Promote STEM careers and our offering.
- Design and deliver an external pipeline of science trainees (A level or degree).
- Deliver a diverse range of candidates to ensure building diversity with new hires.
- Liaise with preferred recruitment suppliers as well as ad-hoc recruitment agencies ensuring excellent terms where necessary.
- Deliver the full spectrum of the recruitment process: selecting the correct recruitment channel, telephone screening, shortlisting, face-to-face interviewing and selecting candidates.
- Build excellent relationships with candidates to maintain their enthusiasm through to offer.
- Conducting behavioural and competency-based interviews and deciding on which candidates to progress to hiring managers.
- Own the end to end process including administrative duties such as scheduling interviews and collating recruitment statistics.
- Work closely with hiring managers to advise on the process and arrange interview skills training if required. Make recommendations to hiring managers as to the strengths of each candidate.
- Liaise with HR Business Partners during the offer process (authorisation, salary advice, preparation of offer etc.).
- On-boarding – own the new starters process including preparation of offer packs, obtaining and providing references, updating HR system.
- Provide constructive feedback to candidates ensuring compliance with employment legislation.
- To ensure pre-employment checks e.g. right to work in the UK, are completed before an appointment is made.
- Should recruitment activity be lower, assist in the internal talent agenda (training will be given).

**Knowledge, Skills & Experience**

- Educated to A Level standard / BTEC HND or equivalent.
- Proven experience of managing recruitment processes, as an in-house recruiter or a recruitment company – 3 / 5 years.
- Extensive experience of direct sourcing candidates, including LinkedIn recruiter.
- Numerate and literate. Able to use MS Office applications.
- Well-developed interpersonal and communication skills (written and verbal).
- Proven competence in recruitment and selection up to a middle management appointment.
- Good understanding and experience of key legal requirements relating to legislation, in particular discrimination and immigration regulations.
- Strong organisational skills.
- Relationship building: Ability to build strong working relationships with internal customers, colleagues, and candidates, and to engage with internal customers demonstrating that requirements have been understood.
- Flexibility: Able to manage change and remain flexible to individual situations and personalities and have the ability to deal with ambiguity.
- Experience of recruiting junior (trainee level) and degree apprenticeships would be advantageous but not essential.

**KEY TASKS & RESPONSIBILITIES**

- **Communications**

- Professionally represent the company as the external face of recruitment at Campden BRI.
- Excellent interview skills.
- Liaison with recruitment agencies, negotiating best rates and ensuring vacancies are prioritised.
- Managing the Preferred Supplier listing for recruitment agencies and monitor agency fees.
- Build strong relationships with candidates to maintain their connection throughout the process.
- Deliver prompt feedback to candidates.
- Create long term relationships with local schools, colleges and universities to source candidates. Promote STEM careers and our offering. Presentations and career fairs for graduate recruitment.
- Creation of confidential letters and documents within legal and procedural constraints.

**2. Analytical Skills & Creativity**

- Structured approach to problem solving.
- Leading on multiple recruitment campaigns.
- Produce accurate reports from excel, HR system, purchasing with regard to recruitment activity.
- Creation of appropriate adverts and job profiles to market vacancies effectively.
- Creation of questioning and support materials to support recruitment.

**3 Management of Activities**

- Own the end to end recruitment process and ensure quality candidates are delivered in a timely manner.
- Manage and track progress of selection activities including targeting candidates directly, collating CV's, arranging interviews, liaising with recruitment agencies and attending interviews, as and when required.
- Advise and take an active role in the recruitment and selection decision making process for a diverse range of requirements across the Company, in conjunction with the partnering HR Business Partner, and ensuring recruitment expenditure meets budgetary requirements.
- Responsible for archiving recruitment files in line with GDPR.

**4. Management of People**HR Director – **Job Holder**

No direct line management responsibilities

**5. Management of Finance & Resources**

- Checking invoices from recruitment agencies upon employee placement.
- Financial awareness and approval to authorise up to £10k.
- Determine the best recruitment approach for different roles according to cost, quality and speed.

**6. Autonomy & Accountability**

- Working under the supervision of the HRD and HR Business Partners.
- Own the end to end recruitment process.
- Manage own day to day working, decisions based on interpretation of information collected.
- Accountable for the timely completion, quality and accuracy of own work.

**7. Working Environment**

Flexibility between home and office to be agreed (e.g. 2-3 days a week from home).

**8. Other designated job roles** (Please tick those applicable)

Quality Co-ordinator  
 Safety Co-ordinator  
 First Aider  
 First Aid Leader  
 Mental Health First Aider  
 Fire Officer  
 Fire Leader  
 Software Co-ordinator  
 Trained internal Auditor  
 Equipment Officer  
 Departmental Archivist  
 Hygiene Manager  
 Process Hall Manager  
 Event Director  
 Risk Assessor  
 Biological Safety Officer  
 Safety Representative  
 Safety Committee Member  
 Sample Receipt Steward  
 Authorised Driver (in line with Car Policy)

**DSE User****Manual Handler****Signed & Dated**

Job Holder \_\_\_\_\_ Date \_\_\_\_\_

Line Manager \_\_\_\_\_ Date \_\_\_\_\_