

**Campden BRI (Chipping Campden) Limited**

Station Road Chipping Campden Gloucestershire GL55 6LD UK

Tel: +44 (0)1386 842000 Fax: +44 (0)1386 842100 Web: [www.campdenbri.co.uk](http://www.campdenbri.co.uk)

**Campden BRI (Nutfield)**

Centenary Hall Coopers Hill Road Nutfield Surrey RH1 4HY UK

Tel: +44(0)1737 822272 Fax: +44(0)1737 822747 Web: [www.campdenbri.co.uk](http://www.campdenbri.co.uk)

## Job Profile

### RECRUITMENT PARTNER

#### HR Department Chipping Campden

For enquiries concerning this job, please contact:

Karen Hyslop  
Human Resources Department  
Campden BRI  
Station Road  
Chipping Campden  
Gloucestershire  
GL55 6LD

Telephone: +44(0)1386 842124  
Email address: [karen.hyslop@campdenbri.co.uk](mailto:karen.hyslop@campdenbri.co.uk)  
Web site address: <http://www.campdenbri.co.uk>

Campden BRI provides scientific, technical, and legislative support to the food, drinks and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

### **Locations**

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require travel to other Group sites from time to time.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

### **Human Resource Department**

The department consists of a HR Director and two Human Resource Business Partners. The function provides support across all departments and at all levels with regards to employment law, recruitment, reward and benefits and HR policy development.

### **Duties and responsibilities:**

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.

### **Qualifications and competencies**

- 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.
- Proven competence in recruitment and selection up to a middle management appointment.
- Numerate and literate. Able to use MS Office applications.
- Good understanding and experience of key legal requirements relating to legislation, in particular discrimination and immigration regulations.
- Strong organisational skills.
- Experience of recruiting junior (trainee level) and degree apprenticeships would be advantageous but not essential.

### Key skills

- Strong communication skills: liaison with recruitment agencies, negotiating best rates and ensuring vacancies are prioritised.
- Excellent organisational / time management skills.
- Confident interviewer, able to build strong relationships with candidates to maintain their connection throughout the process.
- Communicate to different audiences, students to senior executives, confident in delivering presentations, attending career fairs.
- Excellent excel / data base skills for reporting recruitment statistics.
- Structured approach to problem solving.
- Financial awareness.

### Pay and benefits

<b>Salary:</b>	Guide £30,000 - £35,000 pa depending upon experience
<b>Grade:</b>	G3
<b>Holidays:</b>	24 days plus public holidays and a <a href="#">buying/selling holiday scheme</a> .
<b>Pension scheme:</b>	Campden BRI operates a pension scheme
<b>Training:</b>	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
<b>Health:</b>	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
<b>Others:</b>	Other benefits include subsidised restaurant/vending machine and parking on site.

### Further Information

If further information is required, please visit our website [www.campdenbri.co.uk](http://www.campdenbri.co.uk)