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|  ROLE PROFILE |
| Job title | Resourcing Assistant  | Date | 2024 |
| Business | Group  |
| Department | Group Resourcing |
| Location | LE3  |
| ROLE SUMMARY  |
| As a Weekly Group Resourcer you will be responsible for processing applications through company ATS system to matching skills, experience, location, shift patterns etc. to positions available within the Group. Providing a positive candidate experience you will be the applicants first point of contact and support them through the recruitment process including shortlisting, conducting telephone interviews, arranging assessment days and providing feedback to candidates. You will also be first point of contact for all Hiring Managers, providing regular updates on live vacancies, providing training where required, embedding the resourcing process  |
| REPORTING STRUCTURE |
| Reports to | Group Weekly Resourcing Partner |
| Direct & indirect reports | None |
| Key internal stakeholders | All People Teams and Hiring Managers |
| Key external stakeholders | All applicants |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES |
| * Recruiting high volume weekly recruitment across all sites as directed
* Advertise and maintain live roles on the company ATS
* Lease with Hiring Managers and People teams on progress of all vacancies
* Process daily applications, pre-screen and book candidates in for interviews
* Supporting local recruitment events and initiatives as appropriate
* Ensuring governance for role sign off and offers are adhered to
* Complete and process offers to successful candidates and feedback to candidates that are unsuccessful following interviews
* Check and deal with general queries in the “Weekly Recruitment” and “Careers” inboxes
* Update daily KPI’s
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |

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| You will be someone who enjoys working at pace and talking to high volume number of candidates. You will like working with a structured plan and will take ownership and initiative. As part of a wider team you will enjoy collaboration and will be flexible to support your colleagues. We are also looking for:* Strong administrative skills and previous experience of working with ATS systems
* Previous experience managing volume recruitment (either in-house or agency)
* Excellent communication skills both verbal and written with experience of making outbound calls
* Excellent planning, organisation, and prioritisation skills
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |

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| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with the company’s purpose and values.* |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with the company’s purpose and values.* |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* |
| Resource Management | *Effectively manages resources and cost drivers to achieve sustainable productivity and profitability.* |
| Technical Expertise | *Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.* |
| Self-Management | *Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals.* |