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|  ROLE PROFILE |
| Job title | Resourcing Advisor - Salaried | Date | 2024 |
| Business | Samworth Brothers |
| Department | Group People |
| Location | Hybrid – 3 days at Oak Meadow, Scudamore Rd, Leicester, 2 Working From Home |
| ROLE SUMMARY  |
| This role will take responsibility for Early Careers recruitment as their key area of resourcing including supporting in the transition into first career roles. They will also assist with Talent data input during the talent and succession data collation cycles. Key projects will include producing resources to support the selection process and talent pooling. As an additional system administrator this person will also be able to assist with all system queries and will have access to amend all aspects of the system through the correct governance channels. Additionally, the role will support the wider team activities which will include the collation and presentation of data, delivery of training sessions and sourcing candidates for gaps in succession across the business. This role will also assist with holiday cover and fluctuations in recruitment levels. |
| REPORTING STRUCTURE |
| Reports to | Talent & Resourcing Manager |
| Direct & indirect reports | n/a |
| Key internal stakeholders | Group Resourcing Team, People Teams, Early Careers, Hiring Managers |
| Key external stakeholders | External training deliverers |
| SKILLS & ABILITIES  |
| * Work and collaborate with the Group Resourcing and People team to collectively deliver our purpose of ‘Doing GOOD things with GREAT food’ for all of our colleagues; ensuring we welcome all colleagues into our family and providing opportunities for all of our people to grow, improve their prospects and achieve their full potential.
* Provide support with resourcing activities to the Early Careers Team during our annual intake of Graduates, Industrial Placement and Apprentices. Also support with ad hoc apprentice role recruitment in the team.
* Support the team in building future talent pipelines to support internal progression, build on the Brand image and address gaps in talent requirements across the group.
* Support the team in delivering the Licence to Hire programme through delivery and facilitation of sessions.
* Take responsibility for upskilling on the ATS and sharing knowledge with other team members in a consistent way to enable the team to work to one process.
* Work collaboratively with the Monthly Resourcing Partners to help proactively source suitable candidates for hard to fill roles both internally and externally.
* Support with the collation of requests for key data or compilation of data for team meetings to help to inform decision making and stakeholder management activities.
* Positively promote the ATS and Licence to Hire with People Teams and Hiring Managers to encourage consistency in use and maximising opportunities available for People colleagues and Hiring Managers
* Work with the ATS Subject Matter experts to produce and maintain a training and reference guide for al Resourcing Team members on both consistency in process and accurate use of the ATS system
* Play an active part in encouraging diversity and respectful inclusive behaviours, identifying and removing barriers to equality. Act as a role model by ensuring own knowledge is current, managing own biases and behaviours and providing guidance to others.
* As appropriate, be responsible for any other tasks, projects, duties and work streams which contribute to the success of the Resourcing function in supporting the business in day-to-day people management activity and in delivering on the objectives of the agreed annual strategic People plan.
* Actively volunteer for new opportunities to learn and network to expand and enhance own knowledge and understanding of new developments, best practice and fresh perspectives in the marketplace, industry, and the People profession.
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| KNOWLEDGE & UNDERSTANDING |
| * Understands the principles of how values-based business leadership with clear purpose develops a positive culture and underpins strong business performance.
* Knows the Samworth Brothers Purpose & Values, how these were conceived and have evolved as the group has grown and developed over the years.
* Has business acumen - understands the way business operates and how the moving parts, including people aspects, work together to make it successful.
* Knows how to effectively communicate, influence, and work collaboratively with colleagues and managers, including how to provide feedback and positively challenge when necessary.
* Understands the importance of accurate, up-to-date information and data in the Resourcing, People and business context. Knows how to select, analyse, and interpret data and ways in which results can be effectively presented to others.
* Has working knowledge of the key information systems used by Resourcing including ATS, Excel, Microsoft Teams, Microsoft Office, AX, SharePoint, etc.
* Knows the Samworth Brothers business processes and procedures which must be adhered to for safety, quality, and legal compliance e.g., Health & Safety procedures, Group Authorities Manual.
* Understands how the Resourcing function operates within the wider business context, including the factors which build positive reputation and influence.
* Knows how to effectively communicate with external stakeholders and providers, in line with our Values.
* Understands the importance of continued personal and professional development (CPD).
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| rer* Experience of working in recruitment demonstrating an ability to manage recruitment activities, specifically writing adverts and arranging interviews
* Experience of Early Careers recruitment would be an advantage
* Good systems knowledge and an interest in upskilling, this should include Excel, PowerPoint, ATS, Teams
* Ability to project manage, building clear plans and targets to achieve an overall aim
* Good level of English to ensure clear communications with stakeholders and candidates
* Good level of numeracy for raising purchase orders and working with key statistical information
* Confident with and experience of communicating with Stakeholders both internally and externally both face to face, on the phone and online.
* Excellent ability to prioritise and manage multiple deadlines
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| 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 | *Is passionate about quality, striving to continuously make a positive difference for our customers and our consumers.* |
| 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 our Purpose Statement and Company 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 our Purpose Statement and Company Values.* |
| People Management | *The ability to understand people and their motivations, build good relationships with them and help them unlock their full potential.* |
| 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.* |