Job Title:	Recruitment & Talent Advisor
Salary Range:	£28,000-£30,000
Responsible To:	Head of Human Resources

1. Job Summary

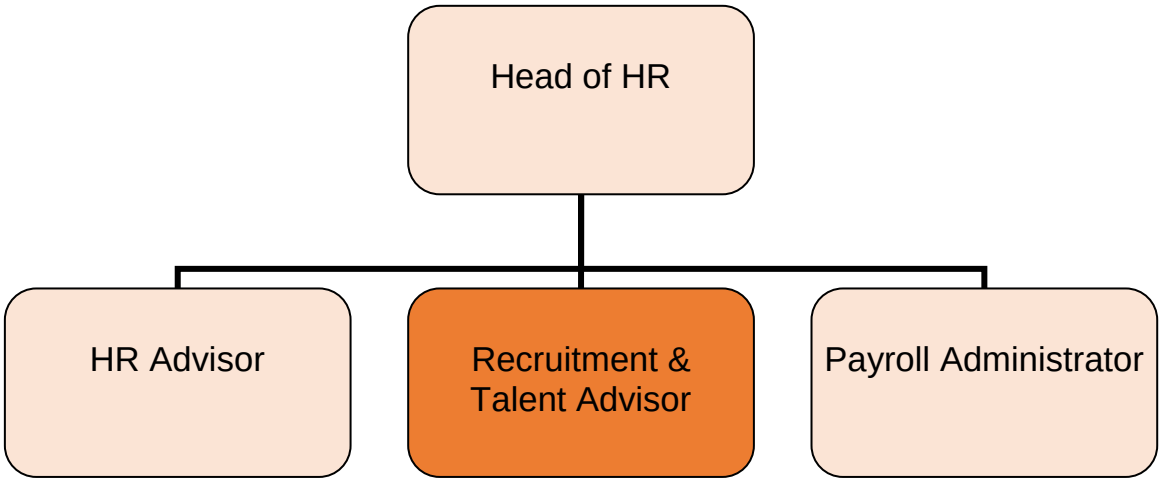
The post holder is responsible for assisting the Head of HR with the delivery of the recruitment life cycle. The primary focus of the role is to deliver a comprehensive, end-to-end, best practice recruitment service, ensuring that recruiting managers, applicants, candidates and prospective employees receive high quality customer service.

The Recruitment & Talent Advisor will work collaboratively with HR team colleagues and recruiting managers to ensure seamless delivery and consistent handling of recruitment queries and assist with the creation and maintenance of processes, guidance manuals and other documentation relating to recruitment procedures, for both temporary and permanent recruitment.

The post holder will be responsible for on boarding and inducting new starters and overseeing and managing the mandatory training recruitment cycle; as well as managing the process for employees who are leaving the organisation by conducting and analysing exit interview data.

The post holder will be expected to work flexibly and travel between regions in accordance with business need.

2. Organisation Chart



- To take responsibility for the end-to-end candidate journey from application, through their first 100 days in post, ensuring a great candidate experience and handling the recruitment administration up to offer of employment.
- To work in partnership with colleagues to deliver a speedy, efficient, responsive and effective recruitment service.
- To manage the candidates' expectations, ensuring they are kept engaged and informed throughout their experience.
- To be data driven in practice, with a firm understanding of how recruitment metrics can be used to improve performance.

4. Operational Tasks

Attraction

- To manage the full lifecycle from initial attraction through to assessment and offer.
- To research and benchmark our position against similar organisations to ensure that we remain a competitive employer in the sector.
- To create engaging, quality adverts in liaison with the hiring managers, to maximise applicant responses.
- To maximise passive and direct candidate search and attraction using a variety of methods including CV Database searches, social media and online job boards.
- To headhunt specific candidates for senior management positions.
- To be able to negotiate favourable contracts between the recruitment agency, employers and employees.
- To work with recruitment agencies and search firms to manage internal processes as required.
- To attend job fairs, arrange open days and establish community links with a range of local groups.
- To make use of a range of tools to support recruitment activity, including LinkedIn Recruiter, Indeed, Facebook, Instagram and an array of capability specific platforms.
- To deliver market insight and intelligence by keeping up with industry trends and gaining credibility with stakeholders.
- To manage referrals and encourage referrals across the business and ensure the scheme is easy to use and bonus is rewarded as per the scheme.
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Selection

- Ensure candidates are progressed in a timely manner, supporting all stages – pre-screening, shortlisting, arranging interviews
- Respond to all queries and requests promptly and professionally, ensuring a positive experience for all applicants and colleagues
- To screen prospective job applicants to evaluate their skills and qualifications as per the job specification.
- To carefully match candidates against specific role requirements and company culture.
- To ensure job applicants' CVs and contact details are entered into BambooHR for future reference.
- To provide comprehensive feedback to stakeholders, candidates and third party agencies
- To be a champion of candidate experience, so that even unsuccessful candidates leave the process with a positive image of Langdon.

On-boarding / Induction

- To be responsibility for on-boarding new employees and nurturing them during the transition period and their first 100 days of employment.
- To ensure all recruitment processes adhere to the CQC and Health & Social Care Act recruitment standards.
- To ensure all pre-employment checks are completed as required in a timely manner.
- To touch base with all new starters after weeks 2, 4, 8 and 12.
- To liaise with recruiting managers to ensure all IT/Tech is set up and ready for new starters e.g. email login, laptop, online training account etc.
- To establish and maintain an organisation induction process suitable for all departments.

Talent Management/Engagement

- To work with the Head of HR to design and implement the overall people priorities including succession and talent planning, culture improvement initiatives, employee engagement strategies, core mandatory content and other organisational development programmes.
- To take the lead in managing the mandatory training provision for the organisation, ensuring face to face and online courses are sourced as required.
- To ensure all leavers are given the opportunity to participate in an exit interview either online or face to face.
- To collate and analyse leaver data identifying common trends and implementing action plans to address concerns where appropriate.

Other

- To demonstrate the values of the organisation and to influence managers in best practice processes.
- To contribute to increasing awareness of equity, diversity and inclusion in the workplace at all times.
- To fulfil any other duties and responsibilities as required from time to time that are reasonable and commensurate with this role.

5. Communications

- To prepare monthly reports of all required Recruitment KPI measures.
- To monitor all aspects of performance through a regular cycle of meetings with key stakeholders.
- To create and maintain an efficient, friendly and helpful environment within the Human Resources team.
- To establish and develop good working relationships at all levels throughout the organisation with internal and external stakeholders.

6. Finance

- To influence and contribute to the management of the recruitment budget.

7. Key Values

In addition to undertaking the duties as outlined above, the post holder will be expected to adhere to the following:

- **Organisational Values**
  To behave in accordance with the organisation's values of excellence, responsive, caring, integrity and empowering.

- **Equity & Diversity**
  To act in accordance with the Organisations Equity & Diversity Policy, which is designed to prevent discrimination of any kind.

- **Health & Safety**

Ensure that all duties are carried out in line with the Organisation's Health & Safety Policy.

- **Risk Management**
  Responsible for reporting complaints, incidents and near misses through the appropriate reporting procedures.
  Responsibility for attending health & safety training as required.
  Responsibility for assisting with risk assessments.

8. Note

This job description outlines the roles, duties and responsibilities of the post. It is not intended to detail all specific tasks. Langdon reserves the right to alter the content of this job description to reflect the changing needs of the organisation, but is a correct reflection of the main duties of the post at the time of writing.

9. Acceptance

I agree to undertake the duties of the job in accordance with the above.

Signed: …….. (Post Holder)

Name: ……. (Print)

Date: …….

Signed: …….. (Line Manager)

Name: ……. (Print)

Date: …….

This document is to be signed and returned to the HR Department on your appointment and/or at the review point for Langdon Job Descriptions. The signed copy will be retained on your Personnel File.

PERSON SPECIFICATION

Recruitment & Talent Advisor

	Essential	Desirable
Qualifications & Knowledge	• GCSE in Maths & English grade A-C or equivalent. • Excellent knowledge of Microsoft applications including, Outlook, Word, Excel, PowerPoint • Up to date knowledge of employment law, including discrimination and gender equality laws. • Up to date knowledge of employment documentation, including P45s and employment contracts.	• CIPD Level 3 or equivalent qualification or experience in relevant discipline.
Experience	• Previous experience of in house recruitment. • Previous experience of using an ATS. • Previous experience using LinkedIn and other social media platforms for recruitment purposes. • Up to date working knowledge of current employment legislation. • A demonstrable record of success in previous roles.	• Previous experience of working in the social care sector and knowledge of current safeguarding regulations. • Experience of working in a generalist HR role.
Communication & People Skills	• Ability to build and maintain relationships with key stakeholders at all levels. • Confident communicator with excellent telephone manner • Personal drive for high work standards/excellence • Ability to work as part of a team and provide consistent support • Able to use own initiative • A can-do approach and a willingness to support colleagues, in an environment where	

	priorities change, often at short notice.	
Organisation Skills	• Good time management skills • Able to anticipate needs and requirements • Excellent prioritising skills and ability to be flexible in order to support changing priorities • Able to manage changing volumes of workload • Thorough and methodical • Able to work in a busy environment and to tight deadlines.	
Specialist Skills	• Ability to cope with working remotely and leading the HR focus at a regional level. • Understanding of the need for confidentiality and ability to work with confidential data in a professional manner • Ability to work on a number of projects simultaneously • Ability to work with complex and sensitive information as required.	
Other	• Flexibility and ability to travel between regions. • An acceptance of and commitment to the principles underlying Langdon's Equity & Diversity and Health & Safety Policies.	