

Job Role Profile

	Job Title:	Resourcing Lead
	Department:	Quarriers People Team
	Direct Supervisor:	Talent Acquisition Specialist
	Location:	The Gateway, Quarriers Village (Agile Working)

1	<p>Job Purpose:</p> <ul style="list-style-type: none"> The post holder will oversee a variety of vacant roles as the lead resourcer for a designated area of the business, and lead the attraction and selection of candidates, and then ensure they are matched to appropriate positions based on their skills and experience. The post holder will be responsible for driving direct sourcing and helping to improve the recruitment process and candidate journey including pre-screening. Reporting to the Talent Acquisition Specialist, you will take ownership of the recruitment plan, process and policy whilst providing support to the onboarding team. The post holder will actively build talent pools, create hot lists, and develop candidate networks to ensure Quarriers can meet its future requirements including face to face recruitment events and engagement as and when required. The postholder will support hiring managers and provide advise with regards to interviewing and offer stage and ensure they are well equipped with interviewing materials and assessment information where appropriate.
2	<p>Dimensions: i.e. budget, no of staff, areas of work etc.</p> <p><u>BUDGET</u></p> <ul style="list-style-type: none"> The post holder has no direct responsibility for budget management or expenditure. The post holder has no direct responsibility for managing staff. <p><u>AREAS OF WORK</u></p> <ul style="list-style-type: none"> The post holder is responsible for candidate resourcing in their designated area, acting as the lead point of contact.

	<p>Key Objectives and Accountabilities:</p> <ul style="list-style-type: none"> • Create and post job adverts that attract appropriate candidates. • Proactively source potential candidates using various channels and strategies. • Monitor application response to live vacancies and liaise with Talent Acquisition Specialist where applicable. • Screen CVs and application forms. • Telephone screen prospective candidates to evaluate their skills and experience and assess their suitability to the roles. • Review and respond to applications received via the Applicant Tracking System or email. • Ensure the Applicant Tracking System is kept up to date. • Identify, communicate and transfer candidates suitable for other roles. • Collaborate with hiring managers to develop a strong knowledge and understanding of both current and future staffing needs. • Support with administrative tasks including managing interview bookings, feedback, and offer processes, including inputting of offer information. • Provide interviewing materials and support with offer process • Provide feedback to candidates who are unsuccessful and process accordingly. • Monitor and action any recruitment enquiries via telephone or via the recruitment mailbox. • Create and maintain candidate databases. • Support onboarding and new hire processes. • Conduct reference checks as needed. • Generate new candidates through recruitment activity, managing. • Organise and attend recruitment and employability events. • Complete daily, weekly, or monthly reports as required. • Deliver on set KPI's and report weekly to Talent Acquisition Specialist. <p>Other</p> <ul style="list-style-type: none"> • Deputise for the Talent Acquisition Specialist as required. • Work closely with the rest of the team to understand what priorities are and how Resourcing Leads can support one another. • Ensure colleagues at all levels are aware of and understand their responsibilities in regard to data protection and confidentiality. • Provide regular updates to hiring managers regarding progress on vacancies, applications and interviewing. • Liaise with the wider People team with regards to recruitment and resourcing advise where applicable. • Understand and adhere to safer recruitment processes and practices.

	<ul style="list-style-type: none"> • Provide excellent customer service and support to hiring managers, candidates and new recruits as required. • Perform any other reasonable duties as requested by the Talent Acquisition Specialist or Head of People & Employee Relations that are commensurate with the role.
	<p>Recruitment Key Performance Indicators and Talent Acquisition Measures:</p> <ul style="list-style-type: none"> • Application completion rate. • Time to hire. • Cost per hire. • Quality of hire. • Candidate experience. • Number of pre-screened candidates • Sourcing channel efficiency. • Number of suitable candidates per vacancy. • Interview to offer ratio. • Offer acceptance rate. • Hiring manager satisfaction. • First-year turnover rate. • Adverse impact.
5	<p>Knowledge, Skills, and Experience necessary for the role:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Recruitment or resourcing experience. • Self-starter who can work independently and as part of a team. • Strong organisational and administrative skills. • The ability to meet deadlines and targets. • Calm and level-headed approach when under pressure and dealing with multiple priorities. • Excellent communication skills to engage and collaborate effectively with a variety of people. • Strong interpersonal abilities to gain people's confidence, put them at ease and build genuine relationships. • Persuasive, persistent and patient. • Flexible and adaptable mindset to anticipate and adjust to the changing needs of the business. • Comfortable using recruitment software and social media platforms along with Outlook, MS Office packages. • Excellent team player who is creative and driven by positive results. • Driving licence and access to a vehicle.

	<p>Desirable:</p> <ul style="list-style-type: none"> • Membership of CIPD • Educated to degree level or equivalent. • Experience of working within the social care sector or a similar industry. • Experience of working in a unionised environment. • Experienced in high volume fast-paced recruitment.
6	<p>Key Relationships:</p> <p>Direct Matrix Supports</p> <ul style="list-style-type: none"> • Senior internal stakeholders, including Project Managers, Operational Managers, Associate Directors. • Specialist stakeholders, including Marketing and Business Development teams. <p>External Contacts</p> <ul style="list-style-type: none"> • Technology providers (e.g. ATS, job boards, social media platforms). • Employment/employability services. • Universities and colleges.
7	<p>Organisation Chart:</p> <p><i>See separate organisational chart for further details</i></p>

