

JOB TITLE – Group Resourcing Partner – Maternity Cover

REPORTS TO — Group HR Business Partner

LOCATION – Denham – Travel to sites on an ad-hoc basis

DEPARTMENT– Group HR

SCOPE OF JOB - Accountable for all end-to-end resourcing across all level and hire types.

PURPOSE - This role will integrate organisational HR processes designed to attract, develop, motivate, and retain productive, engaged employees. To work with stakeholders to create a high-performance, sustainable organisation that meets its strategic and operational goals and objectives.

RESPONSIBILITIES

RESOURCING

- Follow the full lifecycle recruitment process that is implemented and look to continuously improve this where possible
- Conduct vacancy brief meetings with hiring managers to obtain detailed requirements
- Create scorecards and Interview questions for all hiring managers to support them with their recruitment needs.
- Identifying, organising and initiating recruitment advertising activity through relevant media channels to generate prospective employees
- Source and fill open positions and anticipate future needs in line with agreed budgets.
- Plan and conduct recruitment and selection processes (interviews, screening calls etc)
- Screen all candidates using a specific set of 'generic' screening questions to ensure consistency in our process
- Assisting in the interviewing and selection process, liaising with department managers on paperwork and preparing selected candidates for entry into the business
- Maintain a resourcing and external talent management dashboard to monitor performance
- Champion best practice and provide sound advice to business leaders on policies and procedures
- Track employee retention rate and report back to the wider HR team

TALENT ATTRACTION

- Develop and maintain candidate talent pools for key roles across the business
- Create and embed new and improved ways of attracting talent in line with agreed budgets
- Organise and/or attend career fairs, assessment centres or other events
- Increase Social Media presence in relation to employer branding and recruitment
- Review current staffing needs and produce forecasts
- Work with key stakeholders across the Group to branding initiatives e.g., Corporate Inductions, external succession planning, external talent pool/ pipeline and EVP.
- Use metrics to create reports and identify areas of improvement

TRAINING

- Deliver Interview training, New Candidate and employee Experience training to all Line Managers
- Work with the learning provider to develop an apprenticeship program for Customer Services
- Partner with key stakeholders across the business to up skill hiring managers in recruitment and selection and talent management best practice
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ONBOARDING & INDUCTION

- Support with the onboarding and induction process of all new starters to include training Line Managers on the process for both on site and remote onboarding
- Send surveys to new starters to obtain their feedback and conduct a review of all results on a quarterly basis
- Complete new starter check in calls with all individuals after their first month with the business.
- Send Welcome cards to all new starters on their first day via the Hub

MEASURES OF SUCCESS

Time to hire
 Cost to hire
 Quality of hire (Retention rate based on probationary period) Investigate opportunities to create a diversity metrics
 Onboarding survey feedback

CONNECTING WITH OTHERS

HRBP / Managers / Administrator
 Hiring Managers
 Purchasing Team
 Marketing
 IT
 Co Sec / Legal
 PR Team
 Production
 Warehouse

QUALIFICATION

- Educated to degree level or equivalent is desirable
- A-C GCSE or equivalent in English and Maths
- CIPD qualified is desirable
- A foreign language skill is desirable
- Comfortable working with and creating relationships with senior stakeholders
- Experience recruiting across all disciplines
- Experience of working multi-site across the UK
- Hold a valid UK driver's license

EXPERIENCE & SKILLS

- Proven recruitment experience within a direct inhouse resourcing role or RPO background
- Strong background in delivering successful resourcing methods
- Proven delivery in using social media sites e.g. LinkedIn, Glassdoor, Indeed, Twitter, Instagram and job boards to attract high calibre candidates, advert writing and editing
- Experience of implementing a range of attraction and selection methodologies, especially innovative sourcing solutions and competency-based interviewing techniques, across a diverse range of role's
- Experienced in recruitment across all functions in a creative and manufacturing environment is ideal
- Experience in managing onboarding programs
- Commercial acumen, negotiation skills, verbal and written communication with great attention to detail
- The ability to manage their time effectively and cope with competing priorities with diplomacy.
- Ability to remain calm under pressure and learn quickly
- Proficient in MS office and managing recruitment via databases
- Experience creating an effective dashboard to monitor talent
- Demonstrable experience interviewing and assessing candidate's
- Excellent customer facing skills (internal and external)
- Naturally collaborative whilst being able to work independently when required A passion for developing great recruitment practices and a great candidate experience

BEHAVIOURS

Effective communicator, driven, passionate, collaborate, customer centric, accountable, solutions orientated and creative.

FOR LINE MANAGER ROLES ONLY

TOTAL EMPLOYEES –	DIRECT REPORTS –
COST RESPONSIBILITY –	REVENUE RESPONSIBILITY –
INFLUENCE –	

I agree within reason to undertake other duties over and above those listed in the job description.