

## Role Profile

Job Details

Position Title: **Senior Recruiter**

Reports: Resource Manager

## Job Objective

- Responsible for the full resourcing life cycle within assigned business area, including vacancy & candidate management, talent planning, sourcing, engagement, screening, assessment and hiring the most suitable candidates within appropriate cost and timescales.
- Serve as a trusted advisor to hiring managers, business leaders and candidates, providing advice to ensure that resourcing tools, process and personnel have maximum impact
- Daily interaction with Hiring Managers to ensure effective delivery of resources against open and future vacancies
- Delivers an ethical and customer focused resourcing service
- This role may also involve acting as focal point for a specific business area and/or assigned projects
- May be required to deputise for Lead during periods of leave

## Key Accountabilities and Responsibilities

- Focal point for, or coordinating of resourcing for a project or business area - coordinating and attending resourcing meetings, taking feedback to the team and ensuring ongoing delivery against business area objectives
- High and effective utilisation of available talent attraction and engagement tools; provide guidance and mentorship to support others in identifying the most effective resourcing channels, tools, and methods of assessment for their vacancies
- Expert in social sourcing methods, proactive approach to identification and networking talent and candidate pipelining
- Actively and professionally promotes vacancies and employer brand to relevant audience via available media channels
- Works with the Talent Attraction Manager and leadership to prepare and execute recruitment campaigns for area of responsibility
- Accurately match candidate skills with role requirements, taking initiative to explore areas of importance or relevance with Hiring Managers and Candidates
- Identify most effective assessment method for role/specialism and effectively utilise tools available
- Skilled interviewer and assessor, ability to effectively prompt and lead candidates to demonstrate most relevant skills and examples of competency
- Provide best in class advice to hiring managers on assessment methods and interviewing, offering coaching and feedback where required
- Strong influencer, able to influence candidate throughout the hiring process to promote a successful outcome, pre-empting and acting on candidate hesitation or queries
- Maintain open and proactive lines of candidate communication, ensuring a positive candidate experience for all, regardless of the outcome of their application

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- Provide timely and detailed feedback to candidates at every stage of their application, particularly following an interview
- Negotiate offers of employment on behalf of the business and provide guidance on contractual queries, deferring to P&O for specific or complex issues. Provide coaching and advice to less experienced team members to support successful outcomes.
- Proactive in obtaining accurate forecast data and developing and maintaining a pipeline of suitably qualified and available talent for current and future projects that can be shared with the business
- Takes a joined-up approach to talent planning
- Specialist in area of responsibility; Offers knowledge, analysis and guidance on external resourcing including market trends, availability of resources and attraction techniques
- Comply with all company and legislative data protection requirements by responsibly storing candidate information and assessment notes. Leads by example and champions data protection best practice
- Facilitate the effective movement of candidates through the resourcing process, encouraging proactive feedback from Hiring Managers and working with HR teams to ensure the timely release of employment contracts and an effective mobilisation process for new hires.
- Coaching and mentoring of less experienced team members on Talent Attraction, Candidate Management, Vacancy Management, Assessment and Selection Methods, Offer Negotiation and Contractual Issues.
- May be required to deputise for Lead during periods of leave; this role does not have direct people management responsibility but forms a basis on which the incumbent can begin to develop people management skills.
- Provides feedback from business area on aspects of the resourcing process requiring improvement or elements that are particularly effective.
- Supports the implementation of wider recruitment strategy within area of responsibility (business/project/function), guiding Hiring Managers through any process changes and queries.
- Ensures consistent delivery to company values and behaviours

## Working Relationships

### Internal:

- Operational Leadership Team(s)
- HR Leadership Team(s)
- Strategic Resourcing Leadership Team
- HR Business Partners
- Operational Line Management and Supervision
- Employees

### External:

- Candidates
- Client personnel
- Contractors
- 3<sup>rd</sup> party vendors

## Person Specification

This describes the must have qualifications, education, and experience to fulfil the role.

Qualifications: Degree level qualification desirable but not essential

Knowledge, skills, and experience:

- Experience of delivering high volume and/or complex recruitment campaigns
- Experience of presenting solutions to customers and working in partnership to deliver to agreed customer requirements
- Strong presentation skills and proven ability to negotiate and influence stakeholders internally and externally
- Prior track record of excellent customer service and strong teamwork with the ability of working autonomously
- Proven interpersonal and communication skills, which can be demonstrated at all levels of the business
- Proven capability of managing a varied workload in a fast-paced environment

### Personal attributes:

- Results Driven Self-starter: Takes initiative and consistently delivers results of the highest quality, takes accountability for one's work, has a sense of urgency, overcomes hurdles, and ensures that results are delivered
- Able and willing to roll up one's sleeves and do what it takes to deliver results; willing to handle both routine tasks and be an agile learner taking on new responsibilities that challenge and exceed what the person has done before
- Inquisitive nature, looks for new ways of working to maximize results
- Customer Service Orientation: Has a service orientation to internal clients, being responsive to needs, effectively managing expectations
- A collaborative nature, with experience of dealing with senior decision makers across diverse markets and geographies
- Business Savvy: learns the core elements of the business, how the organisation works, functional and position specifics to ensure the effective identification of relevant talent
- Strength of character to deal with challenging stakeholders to ensure compliance with code of conduct, and Resourcing Procedures. Ability to use judgement and understand when to push back the skill to do this

Works with empathy, can provide feedback to others in a constructive and positive way via informal coaching