

Walker Greenbank

JOB TITLE – Group Resourcing Partner

REPORTS TO – Group HR Director

LOCATION – Denham monthly travel to other sites

DEPARTMENT– Group HR

SCOPE OF JOB - Accountable for all end to end resourcing across all level and hire types. You will also design the full 360 Group resourcing to support business growth objectives, working in conjunction with senior stakeholders to ensure a consistent brand in-line with organisation values is presented to market.

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

- Implement and develop the full lifecycle recruitment services
- Review current staffing needs and produce forecasts
- Create and embed new and improved ways of attracting talent in line with agreed budgets
- Identifying, organising and initiating recruitment advertising activity through relevant media channels to generate prospective employees
- Assisting in the interviewing and selection process, liaising with department managers on paperwork and preparing selected candidates for entry into the business
- Work with key stakeholders across the Group to branding initiatives e.g. Corporate Inductions, external succession planning, external talent pool/ pipeline and EVP.
- 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)
- Organise and/or attend career fairs, assessment centres or other events
- Use metrics to create reports and identify areas of improvement
- Champion best practice and provide sound advice to business leaders on policies and procedures
- Partner with key stakeholders across the to up skill hiring managers in recruitment and selection and talent management best practice
- Create and maintaining a resourcing and external talent management dashboard to monitor performance
- Support Ad hoc projects within the Group HR department e.g. outplacement

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

Take steps to ensure positive feedback from the business and candidate

CONNECTING WITH OTHERS

HR Business Partners/ Managers/ Administration

Hiring Managers

Purchasing team

Marketing

IT

Co Sec/Legal

Rewards team (once created)

PR team

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| QUALIFICATION & SKILLS 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 Proven delivery experienced in direct sourcing 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 function in a creative and manufacturing environment is ideal 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 candidates 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 |
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| BEHAVIOURS Effective communicator, driven, passionate, collaborate, customer centric, accountable, solutions orientated and creative. |
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FOR LINE MANAGER ROLES ONLY

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| TOTAL EMPLOYEES – 0 | DIRECT REPORTS –0 |
| COST RESPONSIBILITY – 0 | REVENUE RESPONSIBILITY – |
| INFLUENCE – | |

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