**LOCATION:** Chandlers Ford

POSITION DESCRIPTION:

Talent Advisor

**RESPONSIBLE TO:** Recruitment & Resourcing Manager

**JOB PURPOSE:** Supporting and working within the HR Team here at Workdry Group. Managing the entire recruitment process with the focus on delivering an excellent candidate journey, whilst responding to the hiring needs of the business.

Working collaboratively with our managers and the recruitment team to source the best people for our business & deliver a great onboarding experience to our new starters.

**MAIN RESPONSIBILITIES:**

**Recruitment**

* To appreciate and understand the unique roles within our business, being able to identify the demands that effect our workforce and identify skills that match appropriately with our vacancies, relaying a realistic picture of the business to all applicants.
* Work collaboratively with all members of the Recruitment Team, efficiently utilising the ATS system to effectively manage all recruitment between the Team.
* Review Job Descriptions at ‘take on’ of each role, ensure they capture all relevant responsibilities, skills and competencies required for the role.
* Carry out ‘role take on’ meetings with Hiring Managers to plan and organise the recruitment timetable ensuring Workdry are in a competitive position to attract & progress candidates throughout the recruitment journey.
* Advertise and network to attract potential candidates on various platforms, create appealing, effective adverts that draw an abundance of candidates & ensure we attract the best talent.
* Source suitable candidates through various job boards and social media channels.
* Screen applicants against job descriptions ensuring all essential competency requirements are present. Present hiring managers with high calibre candidates.
* Administer our ATS Recruitment System (Eploy) to (i) process candidates through all stages of the recruitment journey ensuring they have a positive candidate experience!

and (ii) ensure all members of the Recruitment Team can pick up any vacancy at any point through the notes captured on the system against each vacancy.

* Liaise with candidates and hiring managers to schedule interviews both online and face to face, ensuring the candidate is given a copy of the job description ahead of any interview.
* Provide Hiring Managers with Interview Questions and Templates appropriate for the role to ensure a high standard of Interviewing takes place.
* Ensure all legal documentation regarding Right to Work are checked and saved.
* Coordinate and schedule post-interview debrief conversations with hiring managers ensuring the candidate receives constructive feedback.
* Take ownership of and drive all aspects of the recruitment process through pro-active communication and anticipation of candidate, interviewer and recruiter requirements.
* Ensure the process for obtaining references is followed and any concerns are fed back to the hiring manager & HR.
* Build strong relationships with all recruitment agencies and networks that support the business to provide great candidates.
* Provide hiring managers and relevant stakeholders with appropriate information pre and post interview.
* Identify opportunities for improving the candidate experience and recruitment process efficiency.

**Onboarding**

* Make verbal offers of employment, negotiating where necessary to ensure the candidate and business have a mutually beneficial outcome.
* Issue Contracts of Employment and related correspondence to new joiners, ensuring a welcoming first point of contact with the business.
* Identify opportunities to continuously improve our candidate experience and to pass on those opportunities to the Recruitment & Resourcing Manager.
* Share relevant documentation in a timely manner with the L&D, HR and Payroll departments ensuring all new starter processes are completed correctly and on time.

**HRIS**

* Ensure recruitment data integrity in a number of different systems
* Produce metrics for the business that can be used to identify recruitment trends and analysis.
* Create all new starter workflows, regularly reviewing efficiency and effectiveness.

**Other Duties**

* Participate in HR/Recruitment projects

Other duties as deemed relevant from time to time for proper execution of business

**QUALIFICATIONS & EXPERIENCE:**

**Essential:**

* Knowledge of recruitment best practice principles and procedures and previous experience of recruiting in a busy, high-pressured recruitment / HR department.
* Professional and confident with excellent interpersonal and communication skills. The successful candidate will have the ability form effective relationships with people at all levels and to communicate well over the telephone, face to face and in writing.
* Excellent attention to detail
* Strong planning and organising skills, diary management experience.
* Strong IT skills and experience of using databases
* Highly collaborative and always seeking to improve.
* Flexible with the ability to work effectively under pressure and manage conflicting priorities, effectively managing expectations when required
* A positive, proactive approach to resolving situations, using own initiative where appropriate.
* Good time management skills, able to manage changing priorities