**Job title:** **RCS Resourcing Advisor**

**Responsible to: Recruitment Manager**

**Accountable to:** **Head of Resourcing**

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

To play a key role in the implementation of the resourcing strategy for attracting and resourcing all resourcing activity for all new home openings in Residential Care Services division ensuring we attract and retain the talent we require to achieve the business goals of Care UK.

The post holder will deliver and guide on best practice recruitment within Care UK recruitment policies and procedures.

### Key Responsibilities

* Liaise with key stakeholders including Home Managers, Regional Directors and Executive members to establish need and recruit in advance of new homes opening
* Think of innovative methods of recruitment e.g. jobs boards, CV searching, open days, careers fairs
* Use agreed social networking sites to attract suitable candidates
* Manage candidate relationships including response handling, reviewing and long listing candidates for the Hiring Manager
* Prepare interview guides and recruitment tests in conjunction with recruiting managers
* Develop and maintain candidate tracking systems in the candidate management system from receipt of CV to candidate feedback
* Use Management Information to influence how we recruit including reducing time to hire, cost per hire and ensuring efficiencies throughout the selection process
* Manage assessment centres and Behavioural Testing Units where necessary
* Advise, support and coach Managers in the correct application of recruitment and procedures
* Deliver and update as appropriate best practice recruitment training for Managers

* Working in partnership with other recruiters within Care UK to harmonise recruitment activities
* Co-ordinate recruitment open days, events, fares and report on outcome / successes
* Manage recruitment agency relationships, including preferred supplier list
* Keep up to date on best practice recruitment and appropriate legislation
* Work collaboratively with HR professionals to ensure vacancies are filled in a timely and efficient manner. Also work together to learn wider HR issues that impact the way we recruit our people
* Produce market analysis when required.

This list of key responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

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| --- |
| **Name of postholder** |
| **Signature**  |
| **Date** |

##### Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications |   | * REC/CIPD qualification
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| Experience | * Resourcing experience in an agency/in house role is preferable
* Experience of stakeholder management and influencing managers/stakeholders
* Experience in an Administrative customer service role
 | * Resourcing experience gained within a Health Care organisation
* A thorough understanding of employment law and its practical application against in a business context
* Developing innovative solutions to recruit for hard to fill vacancies
* Use of an ATS/CRM system
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| **Technical Skills** | * Competent on all Microsoft packages
* Competent on job board/CV boards
* Highly organised
* General understanding of employment law, and a thorough understanding of best practice recruitment methodologies in line with UK employment Law
 | * Use of LinkedIn recruiter
* Use of SmartSheet
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| **Personal Qualities** | * Ability to build effective, trusted and credible relationships both internally and externally
* Highly effective communicator
* Ability to use own initiative and work independently
* Ability to work well under pressure
* Creative and problem solving skills
* Ability to influence at all levels
* Works collaboratively with others, sharing ideas
* Ability to raise standards through innovation and new ideas
* Ability to take responsibility for issues/challenges and work to resolve them
* An effective team player with a “can do” approach
* A proactive, flexible and hands on approach
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