

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>RCS Resourcing Advisor</b>
<b>RESPONSIBLE TO:</b>	<b>Resourcing Business Partner</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>ACCOUNTABLE TO</b>	<b>Resource Manager</b>

### **Care UK Values**

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

### **JOB SUMMARY**

Manage candidate sourcing for assigned focus vacancies to ensure that the hiring needs of the business are met. Work with Hiring Managers and Resourcing Business Partner to understand requirements and develop and execute candidate sourcing plans which meet these requirements. Utilise and manage the ATS system, as well as online and offline resources, to ensure that candidates which meet the requirements of all assigned vacancies are identified and contacted as quickly and cost effectively as possible. Represent Care UK at Recruitment events in order to raise the profile of Care UK as an employer with prospective candidates. Leverage relationships in order to gain access to a wider network of candidates with scarce skills. Screen candidates for all assigned vacancies to verify suitability and provide advice to Hiring Managers which will aid hiring decisions. Ensure that all candidates for all assigned vacancies are kept informed of the status of their application in order to ensure a positive candidate experience.

### **Key Responsibilities**

- Liaise with key stakeholders including Hiring Managers and Resourcing Business Partner to understand the requirements for all assigned vacancies
- Work with Resourcing Business Partner to develop detailed candidate sourcing plans for all assigned vacancies, maximising the use of direct channels in order to minimise the use of recruitment agencies
- Develop and implement recruitment advertising campaigns which effectively communicate Care UK's employment proposition and stimulate interest within target candidate markets
- Utilise online resources such as Job-board databases and Social Networking sites to identify and make contact with appropriately qualified candidates
- Build relationships with candidates in target markets in order to develop Care UK's reputation as an employer of choice
- Ensure candidate attraction plans for all assigned vacancies deliver a candidate pipeline which meets the needs of the business whilst minimising cost
- Ensure all applicants are captured and managed within the ATS system
- Screen all applicants for all assigned vacancies in sufficient detail to ensure that all shortlisted candidates meet the requirements of the role
- Maintain contact with candidates throughout the hiring process in order to minimise the risk of candidates withdrawing their application

- Proactively manage Talent Pools in ATS system so that they remain current and provide a source of candidates with scarce skills
- Work with Homes to maximise local recruitment campaigns and ensure Hiring Managers have the knowledge and tools to maintain future events.

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 postholder 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 treatment centre, 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.

### **Data Protection**

The postholder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. 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 authorized persons or organizations 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

Name of Postholder .....

Signature .....

Date .....

**PERSON SPECIFICATION – RCS Resourcing Advisor**

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• CIPD / SHL level A&amp;B or similar</li> <li>• Educated to a high standard</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of employment law and its practical application against a commercial backdrop</li> <li>• Resourcing experience gained ideally within a Health Care organisation or reputable fast moving organisation</li> <li>• Developing innovative solutions to recruit for hard to fill vacancies</li> <li>• The confidence and self assurance to influence managers in the business</li> <li>• Experience of using an ATS system or equivalent</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Builds effective and credible relationships both internally and externally</li> <li>• Highly effective communicator</li> <li>• Initiative</li> <li>• Flexibility</li> <li>• Ability to work under pressure</li> <li>• Ability to work independently</li> <li>• Creative and problem solving skills</li> <li>• Able to influence at all levels</li> <li>• Works collaboratively with others sharing ideas and information at all times</li> <li>• Effectively builds trust with a consistent approach between actions and words</li> <li>• Has the ability to raise standards through innovation and new ideas</li> <li>• Will take responsibility for issues and resolve them.</li> <li>• An effective team player with a “can do” attitude</li> <li>• A proactive, flexible and hands</li> </ul>	<ul style="list-style-type: none"> <li>• Ability/experience of working in a multi-cultural workplace</li> </ul>

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