##### JOB DESCRIPTION

**JOB TITLE: RCS Resourcing Advisor (Ops & Support Services)**

**RESPONSIBLE TO: Senior Resourcing Advisor**

**RESPONSIBLE FOR: N/A**

**ACCOUNTABLE TO: Resourcing Business Partner**

**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

To play a key role in the implementation of the Resourcing strategy for attracting and resourcing Home Managers and Support Services Staff within the Residential Care Services division ensuring we attract and retain the talent we require to achieve the business goals of Care UK.

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

### Key Responsibilities

* Under the guidance of Senior Resourcing Advisor and Resourcing Business Partner liaise with key stakeholders including Home Managers, Regional Directors, Department heads and Executive members to establish current need and forecast issues across the regions.
* Think of innovative methods of recruitment e.g. jobs boards and CV searching
* 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.
* 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 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 …………………………………..

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| **PERSON SPECIFICATION – RCS Resourcing Advisor** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications |  | * CIPD / SHL level A&B or similar * Educated to a high standard |
| Experience | * A thorough understanding of employment law and its practical application against a commercial backdrop * Resourcing experience gained ideally within a Health Care organisation or reputable fast moving organisation * Developing innovative solutions to recruit for hard to fill vacancies * The confidence and self assurance to influence managers in the business |  |
| **Personal Qualities** | * Builds effective and credible relationships both internally and externally * Highly effective communicator * Initiative * Flexibility * Ability to work under pressure * Ability to work independently * Creative and problem solving skills * Able to influence at all levels * Works collaboratively with others sharing ideas and information at all times * Effectively builds trust with a consistent approach between actions and words * Has the ability to raise standards through innovation and new ideas * Will take responsibility for issues and resolve them. * An effective team player with a “can do” attitude * A proactive, flexible and hands on approach | * Ability/experience of working in a multi-cultural workplace |