Role Profile

Recruitment Specialist

Role Purpose **To provide a comprehensive, direct sourcing recruitment service to the region, for existing and future requirements. Identify and creatively develop local attraction strategies that can be used within the region & nationally. Be seen as the subject matter expert, providing sound recruitment and selection advice, guidance, and support to hiring managers with a focus on quality candidates for the people we support and exceptional recruitment journey for our candidates.**

Key Accountabilities

Service Delivery

- To lead the attraction of values driven candidates through the creation of inclusive regional and local attraction strategies, and to deliver consistent, clear, and engaging person-centred adverts through the Applicant Tracking System to support the recruitment of high-calibre candidates from diverse backgrounds to support the regional and national recruitment objectives.
- To deliver an excellent candidate experience through the use of inclusive, engaging adverts, conduct initial screening interviews, and manage candidate applications, ensuring timely actions and communications to maximise candidate pipeline retention.
- To support hiring managers in the region with their recruitment needs, including advising on inclusive and unbiased selection methods, interviewing candidates and hosting service visits so that prospective colleagues have the right expectations of the role and have an opportunity to meet the people we support to ensure the appointment and retention of high calibre and values driven candidates.
- To contribute towards the reduction of agency usage by driving the operational agency to perm conversion process through identifying, engaging, and escalating opportunities to hiring managers and the local People Operations team.

External

- To contribute to the use of social media platforms for recruitment by engaging with the internal communications team and external stakeholders to draft and post engaging messages and good news stories to promote the Charity as a diverse and inclusive employer of choice.
- To lead local candidate engagement through the planning of local events and campaigns and supporting their delivery, to promote our charity's brand, and generate candidate leads.
- Identify and develop local engagement strategies with external organisations such as funded providers, universities and colleges, to promote Community Integrated Care as a positive, inclusive career path post education and create diverse talent pools of potential candidates

Legal, Risk, & Compliance

- To ensure that recruitment activities (including the collation and verification all of eligibility to work documents) are compliant with legislative and regulatory changes through the application of a consistent recruitment process, in line with all policy, process, legal, home office, and regulatory requirements.
- To support and inform recruitment priorities through the production and analysis of data and management information, to identify and escalate any risks or trends, and to proactively monitor recruitment activities across the Region.

Transformation and Growth

- To support the management, development, and continuous improvement of the intranet, careers and corporate websites to identify areas for improvement and develop appropriate materials to ensure that the sites remain current, relevant, and engaging for all stakeholders.
- Positively contribute to continuous improvement within the recruitment function, through the sharing of best practice, and development of relevant policies, processes and systems, to ensure the delivery of a consistent recruitment services which meets all relevant legal and regulatory requirements.
- To support workforce planning through the collation of labour market insights and analysis from internal and external sources, particularly in new and hard to recruit locations to support the successful mobilisation of new business, and achievement of the charity's growth targets.

People

- Motivating, and leading self and colleagues to promote operational excellence. Supporting peers to deliver the best life possible for everyone in our charity.
- Highlighting own learning and performance needs , striving for excellence and encouraging and motivating peers to do the same.

Area	Role will support an entire region, usually providing focussed support to a defined area within the region as identified by the line manager.
Collaboration	It is expected that the post holder will proactively engage with a team of supporting Business Partners, Operational, and Support Services colleagues to ensure the right action and support can be delivered at the right time but particularly with the Recruitment, Onboarding, Business Development and People Operations teams, ensuring that they are visible in the region.
Budgets	There is no budgetary responsibility

Knowledge

- Subject matter expert in candidate attraction and the delivery of a positive recruitment experience
- Knowledge of best practice selection methods and ability to design bespoke selection strategies.
- Understanding of UK employment law relevant to recruitment, including Eligibility to work and the Equality Act.
- Understanding of current challenges within the social care sector, specifically within recruitment.
- Working knowledge of CQC / Care Inspectorate requirements and other regulatory body requirements to operate a robust and safer recruitment process, including the DBS/PVG requirements and processes.
- Understanding of the selection, benefit, and appropriate use of social media to attract high quality candidates.

Experience

- Recruitment experience, either in-house or agency, preferably within adult social care.
- Experience of high-volume recruitment (desired)
- Proven experience of supporting managers through the recruitment cycle, providing advice and guidance
- Previous experience using an online recruitment system/ applicant tracking system to support activities (desired)
- A track record of using a range of creative sourcing strategies to promote opportunities.
- Experience identifying and developing a range of successful local and hyperlocal attraction solutions, particularly for hard to recruit areas.
- Works well in a fast-paced environment.
- Experience working as a member of a team and delivering on solo projects.

Best Life Possible Success Measures		Measurement
Service Quality and Innovation	Great candidate Experience; Talent Pooling; Values based recruitment; Meeting all legal and regulatory requirements; Time to hire	Candidate Feedback Recruitment & Retention KPIs Audit Compliance
Career Opportunity	Promotion of career pathways; Talent Pooling; Commitment and contribution to Continuous improvement	Objectives Supervisions
Community Engagement	Social Media Profile; Creative local Attraction; Engaging Person Centred Adverts; Active involvement from people supported	Recruitment KPI's Candidate Feedback Source of Candidate Metric
Sustainable Economics	ROI on Attraction; Effective Agency Worker Conversion; Effective agency conversions; Direct sourcing of candidates	Agency Usage Source of Candidate Metric ROI Analysis and reporting