



Resourcing Advisor

Department:	Enterprise Services
Report to:	Resourcing Partner (dotted line to Senior HR Manager)
Job Family:	Group Services
Career Family / Job Capsule:	Professional / Specialist
Key dimensions:	
Purpose of the role:	
<p>The Resourcing Advisor will have responsibility for all recruitment activity (up to Team/Junior Management level, including, Permanent, Temporary and Contractor roles) in proactively attracting and sourcing top talent for the business via different means including social media and online methods.</p> <p>Providing an efficient customer focused service ensuring regular communication with potential employees, managers and employees in line with agreed procedures.</p> <p>The Resourcing Advisor will be required to ensure accurate and up-to-date records are maintained at all times, providing a positive and professional impression of the service and demonstrating a commitment to team working to ensure achievement of objectives.</p> <p>The Resourcing Advisor will also be responsible for all aspects of administration in relation to the on-boarding and pre-employment screening checks for any new employees. Other administration tasks include updating recruitment records on a regular basis for internal business needs.</p> <p>Devise a Social Media plan promoting OneFamily as an employer of Choice and undertaking planned activities.</p>	



Key accountabilities:

- Co-ordinate the end-to-end recruitment process from advertising to appointment in accordance with the society's policies/procedures and current employment legislation, including sourcing of suitable candidates via a variety of digital media including online CV libraries, LinkedIn headhunting and social media advertising.
- Responsible for building credible relationships with key stakeholders, to understand their needs in detail and to agree on best recruitment strategies and advertise accordingly by writing role adverts and updating job boards.
- Responsible for building strong relationships with agencies on OneFamily's PSL and prospective agencies, including role briefing, providing feedback, contractor extensions and ad-hoc meetings.
- Qualify and pre-screen candidates over the phone and understanding their motivations to join OneFamily to assess and question their suitability to the role and business.
- Interview co-ordination & scheduling using outlook calendar (soon to be an applicant tracking system "ATS") and providing confirmation to all involved
- Check right to work for successful candidates and make sure that all new employees are thoroughly referenced and complete disclosure checks which comply with SMCR and FCA regulations and standards.
- Responsible for co-ordinating all temporary staffing requirements as and when the business has a need, liaising with relevant agencies and processing timesheets accordingly.
- Accountable for managing recruitment administration including, but not limited to, preparing contracts, management of the ATS, MI

Skills / Experience / Knowledge:

- Demonstrable experience of working in a high volume recruitment environment
- Working knowledge of employment legislation relating to recruitment procedures
- Ability to use initiative to anticipate and solve work related problems
- Natural ability to build rapport and communicate well with others
- Skills to influence the decision making process
- The ability to work effectively under pressure to achieve objectives
- Strong work ethic with tenacity, resilience and motivation to do well.
- Strong attention to detail and a high level of accuracy.
- Strong computer skills – must be competent in all MS Office packages.
- Previous experience using an Applicant Tracking System



reporting, update of new vacancies on the intranet and company website, management of the recruitment email inbox and scanning/filing as required.

Values

Define who we are as OneFamily. They come from the beliefs we hold, the way we behave and how we want to work together for our customers. For OneFamily this means:

- Better together
- Being your best
- Being innovative
- Champion the customer's needs
- Doing what's right

Our values are unique to our brand. They give us purpose and focus. They are vital in helping us all 'do the right thing'. If we are confident that we are true to our values, then we can be sure that we are doing the best for our customers.



Adaptability	This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their Line Manager. In addition, they may be required to carry out any other duties deemed appropriate within the role and expertise.
Performance Management	All employees have a responsibility to participate in regular one to ones with their manager and to identify performance standards of the post. As part of the performance management process every employee is responsible for participating in identifying their own training and development needs to meet the requirements of their role.
Health and Safety	Employees must be aware of the responsibilities placed on them under Health and Safety at Work Act 1974, and take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work.
Equality and Diversity	The Society is committed to building an environment where the diversity of its employees is valued, respected and seen as an asset to enabling delivery of the best possible service to our customers and colleagues. It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine 'protected characteristics' contained in the Equality Act 2010. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Failure to comply with organisational policies on equality and diversity may result in disciplinary action.
Confidentiality	The unauthorised use or disclosure of customer or other personal information is regarded as gross misconduct and will be subject to disciplinary procedures, and could result in a prosecution for an offence or action for civil damages under the General Data Protection Regulations. (GDPR)

Regulatory

- To comply, at all times, with all regulatory, statutory and legislative requirements so far as they relate to the role
- To abide by the Rules of the Society at all times
- To understand and comply with all Group Governance Policies, as appropriate to the role



Individual Conduct Rules	
Rule 1	You must act with integrity
Rule 2	You must act with due skill, care and diligence.
Rule 3	You must be open and cooperative with the FCA, the PRA and other regulators.
Rule 4	You must pay due regard to the interests of customers and treat them fairly.
Rule 5	You must observe proper standards of market conduct.

Declaration	
I hereby confirm that I have read and understood the content of this Job Description and Person Profile and I accept the content as an accurate description of the role which I am required to perform.	
Job holders full name:	
Job holders signature:	
Date:	