

# Yorkshire Housing Role Profile

<b>Job title:</b>	Recruitment Advisor	<b>Leader of others:</b>	No
<b>Reports to:</b>	Recruitment Manager	<b>Contract type:</b>	Agile - homeworking
<b>Business Area</b>	People and Culture	<b>Budget holder?</b>	No

## Job purpose

As a valued member of the recruitment team, you'll contribute to delivering a first class recruitment experience for our external and internal customers. Using your expertise, you'll work closely with hiring managers, identifying innovative ways to attract, assess and select the best talent.

Reporting to the Recruitment Manager and working closely with the Business Partner team and hiring managers at all levels, you'll effectively drive the planning, coordination and delivery of recruitment campaigns in your business areas, whilst making sure candidates have a seamless experience at all times.

## Key responsibilities

- Working with hiring managers to ensure relevant approval routes are followed before recruitment activity begins.
- Lead recruitment briefing meetings with hiring managers, ensuring a clear plan is set out for the vacancy including relevant timelines, advertising, and assessment methods agreed.
- Adding value by demonstrating a thorough understanding of trends and market knowledge to help deliver recruitment solutions and ideas aligning with business needs.
- Supporting the development of appropriate assessment methods e.g. competency-based interviewing, psychometric testing, technical testing and assessment centres.
- Advocating for ED&I and reviewing sourcing, attraction and assessment methods to ensure they are inclusive at all times.
- Ensuring our ATS is used for managing all steps in the recruitment process i.e. Advertising, Shortlisting, Interview, new starter forms and also beginning to build talent pools for business areas.
- Work with the Recruitment Manager to identify and deliver improvements to the current recruitment process using insight from previous experience.
- Support the development and delivery of recruitment training for hiring managers along with ad-hoc upskilling and coaching of hiring managers improving manager capability.
- Partner with hiring managers throughout the recruitment process to shortlist and interview candidates, offering expertise and support throughout to ensure that candidates are selected by assessing the knowledge, values and behaviours
- Working with the HR Ops team to ensure all relevant new starter details are completed and passed over so the production of all contractual paperwork and pre-start checks can take place.

Support the plan to embed a customer obsessed approach and culture across the Recruitment team.

## What you'll bring to the role

### The main things:

- Have a proven track record of leading and delivering high standard end to end recruitment campaigns, including writing compelling adverts, candidate attraction, sourcing methods and talent assessment in a busy recruiting environment.
- Possess solid experience of recruiting direct candidates from a variety of sources - headhunting candidates directly for vacancies, resourcing candidates from job boards, recruitment portals and building internal talent pools.
- Experience of managing relationships with recruitment agencies with the ability to lead conversations when additional support is required.
- Have knowledge of core assessment and selection tools with the ability to encourage hiring managers to try alternative methods of assessment whilst identifying the benefits of moving away from the more conventional route.
- Experience working with recruitment software (including Applicant Tracking Systems) with the ability to utilise these systems to effectively manage roles, and to draw data and insight to be more pre-emptive in our approach.
- Working knowledge and continuous development of employment law in a recruitment context.
- Display excellent time management skills with the ability to deal with a number of activities simultaneously and prioritise accordingly.
- Knows what it takes to build trusting relationships and credibility with internal and external customers - with the ability to challenge and coach hiring managers where necessary, always acting with integrity.
- Strong written and verbal communication skills. Confident communicator at all levels, both internally and externally with the ability to work individually and part of a team.
- Experience of identifying and implementing improvements to existing processes and systems including the ATS with the courage to try something different.

### It would be a bonus if you have:

- Experience of Salesforce recruitment with an understanding of key requirements in this area
- Experience of planning and delivering assessment centres
- Experience of LinkedIn Recruiter and using this method of headhunting

### Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

**Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say.

**Be curious** • Think differently • Ask questions • Keep learning.

**Make it happen** • Own it • Do it • Be empowered.

**Achieve impact** • Do things that matter • Deliver results • Show pride and passion.

**Have fun • Enjoy work • Be yourself • Stay connected.**

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.