

JOB DESCRIPTION

Job title	Internal Recruiter
Sector/Function	Recruitment Team
Department	HR
Reports to	Recruitment Partner
Grade	

Job purpose	<p>We believe that everyone has the potential to grow, learn and make choices</p> <p>We all communicate in an authentic and confident way that blends support and challenge</p> <p>We are here to embrace change even when it is complex and uncomfortable</p> <p>We treat each other and those we support as individuals however difficult and challenging</p> <p>We deliver outcomes by encouraging ideas and new thinking</p> <p>We commit to building a strong and financially viable Turning Point together</p> <p>To support Turning Point provide attraction, sourcing, recruitment, selection, on-boarding and post recruitment support advice to the Hiring Managers.</p> <p>Work with wider operational / HR colleagues to forecast and anticipate talent needs within Turning Point and support workforce planning identifying human capital that will add value to Turning Point and deliver outstanding care.</p> <p>To actively contribute to the organisations workforce strategy / Plan</p>
Key accountabilities	<ul style="list-style-type: none"> • Overseeing responsibility for recruitment for a designated area initially but maintaining flexibility to work across other areas • Work directly with Hiring Managers/Recruitment Stakeholders on a daily basis to advise on recruitment best practice • Manage the end to end recruitment process for candidates • Focus on direct recruitment, research and generate a candidate pipeline from internal and external sources. • Build knowledge of the competitor market and identify strong talent in the marketplace. • Staffing Responsibilities as required • Track and maintain contact with these candidates directly • Execute core contingency and campaign recruitment to include constructing briefs/role descriptions, advising on compensation, monitoring and reporting on progress, conducting interviews when necessary, drafting communications and liaising with internal clients. • Develop resourcing campaigns, advising on process, routes to market, use of assessment and selection tools, media and resourcing technologies. • Manage relationships with third party suppliers • Manage pipeline metrics and ensure the timeliness and accuracy of information to support the production of performance management reporting • Manage the logging and tracking of candidate applications. • Manage the inputs of third parties, including recruitment parties and media advisors, within agreed terms. • Support interviewer and assessor training for hiring managers • Attend and/or facilitate recruitment events, writing and/or approving advertising copy on behalf of Turning Point Hiring Managers • Liaise with HR regarding issues relating to the recruitment, hire and induction processes. • Produce management reports as required • Advise hiring managers on specific resourcing and talent acquisition knowledge,

	<p>sourcing options and costs.</p> <ul style="list-style-type: none"> • To be responsible for taking job briefs from hiring managers, advertising on the Turning Point Careers site and other media, supporting hiring managers recruit the very best talent for Turning Point. • Develop Business Unit manpower forecasts through weekly / fortnightly / monthly updates. • Track and report progress on forecasts, update current status and flag any resourcing concerns. • To support hiring managers adhere to the Turning Point Recruitment Toolkit, and process • Target direct candidates through networking, website responses, professional registers, internal transfers, referral schemes and create a future Talent Pool by implementing all attraction strategies provided. • Educate hiring managers/practices on recruitment and selection policies and procedures, ensuring that recruitment activities are conducted in accordance with compliance, legal and cultural requirements. • Ensure a common understanding with the Managers on what vacancies are currently live and which are priority given risk, growth , deficit services and potential lags, affecting performance and service delivery. • Continuously evaluate the market and competition and share knowledge with the HR team and wider internal stakeholder groups. • Report internally on the progress of ad hoc recruitment projects when requested and provide up to date vacancy and pipeline data to both the HR team and the hiring managers. • Offer and provide constructive and non-subjective feedback to candidates. • Manage internal recruitment administrative resources where applicable • Full accountability for the timely delivery of end to end recruitment projects within deadlines. • Seek opportunities for continuous improvements to the service provided and share these with the team as appropriate. • Attend regional operational meetings to clarify customer requirements and build effective relationships. • Support recruitment team objectives in the absence of colleagues, take ownership of tasks • Hold weekly catch ups with pre employment to ensure you have a common understanding of progress and priorities. • Regularly review own Personal Development Plan and work towards agreed actions.
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Dimensions	Direct reports	0-4
	Total staff overseen	0-4
	Internal contacts	<ul style="list-style-type: none"> • HR colleagues • Central Support Functions departments i.e. Finance; all Hiring Managers • Senior Management Team • Clinical Leads / Directors • Hiring Managers
	External contacts	<ul style="list-style-type: none"> • 3rd party suppliers (Media/RPO/Agencies)
	Planning outlook	
	Problems solved	
	Financial authority	None

PERSON SPECIFICATION

Job title	Internal Recruiter	
Personal effectiveness	Essential	Desirable
	<p>Demonstrates calm and objectivity when under pressure</p> <p>Is not fazed by an ever changing environment</p> <p>Graduate calibre or equivalent</p> <p>Acts with integrity and enthusiasm with the ability to challenge and advise senior management when necessary</p> <p>Excellent relationship and people management skills</p> <p>Ability to establish a strong and credible reputation within the organisation</p> <p>Excellent time and project management skills, with the ability to manage multiple projects simultaneously</p> <p>Knowledge of core assessment and selection tools.</p> <p>Confident communication, both written and oral</p> <p>Tenacity</p> <p>Flexibility</p> <p>Initiative</p> <p>Driving for Excellence</p> <p>Thoroughness and Attention to Detail</p> <p>Results Focused</p> <p>Interpersonal Awareness</p> <p>Concern for Impact</p> <p>Customer Understanding</p> <p>Forward Thinking</p>	<p>Level A training</p> <p>Knowledge of the corporate and / or Clinical services market will be a distinct advantage</p> <p>Worked for an award winning in-house team or agency</p>
Technical effectiveness	Essential	Desirable
	<p>Workforce and Resource Planning</p> <p>Specialist Recruitment experience</p> <p>Compliance Champion</p> <p>Can quickly pick up full account management of key recruitment areas</p> <p>Impact and credibility</p> <p>An advocate of KPI's</p> <p>Demonstrates solid experience of direct sourcing methods</p>	<p>Clinical Recruitment Experience</p> <p>Corporate Functions Recruitment Experience (HR, Finance, IMT, Risk)</p> <p>Recruitment Project Management</p>
Acquired experience & qualifications	Essential	Desirable
	<p>Experience of working in Recruitment and managing the full Recruitment cycle, whether in-house, RPO or Agency.</p> <p>Experience of recruiting professionally qualified senior candidates</p> <p>Proven track record of executing volume recruitment in conjunction with managing more specialist briefs</p>	<p>Clinical Recruitment experience</p>

Other requirements	Essential	Desirable
	Communicates authentically Embraces change Willingness to learn and grow professionally Support other as individuals Financially and commercially astute	