

MY JOB: Resourcing Partner

My job is to: Support our Managers recruit the best talent for their business area, whilst providing a great candidate experience



WHAT I AM ACCOUNTABLE FOR:

- Support Turning Point to provide attraction, sourcing, recruitment, selection, and post recruitment advice to the Hiring Managers and stakeholders
- Educate Hiring Managers on recruitment and selection policies and procedures, ensuring that recruitment activities are conducted in accordance with compliance, legal and cultural requirements
- Work across different business units as and when to meet the changing demands in business units, team capacity and priorities
- Take full responsibility for your vacancies and adverts on ATS ensuring the adverts follow the right workflows and guidance from your Manager
- Keep the recruitment trackers up to date including monthly data and reports
- Continuously review the external market spotting talent that would be great for Turning Point, using all providers to source the best people
- Escalate any issues to the Manager / other teams where there are difficulties with attraction or issues that are slowing down the recruitment process
- Work with wider operational / HR colleagues to forecast and anticipate talent needs, support workforce planning and new implementations/TUPE
- Develop attraction campaigns, advising on process, routes to market, use of assessment and selection tools, media and resourcing technologies
- Manage relationships with recruitment agencies ensuring the brief is clear, the rate is agreed with the Talent Acquisition Manager
- Ensure all Hiring Managers have the relevant tools and skills to recruit quality and diverse talent into our business i.e. training on the use of ATS and provide advice on good interview/selection practice
- Ensure effective recruitment systems and processes are in place to improve the candidate experience from attraction through to on-boarding
- Use data analysis and MI to inform and support business impacting, insight led decisions around recruitment and workforce planning
- Use ATS to source and manage candidates, ensuring that the team and Hiring Managers are also using the system to enhance the experience of candidates, interview are booked and feedback is given within the appropriate time
- Attend and/or facilitate recruitment events, job fairs, open days if required
- Provide Hiring Managers with advert templates ensuring the finalised advert copy is fit for purpose and within guidelines
- Create plans for areas where it is difficult to recruit or roles are classed as critical and need to be filled in the quickest possible time

HOW I OPERATE:

Values Led Leadership

- Role modelling our values across Turning Point
- Be agile and flexible to work across different business units and to cover AL and absence within the team
- Demonstrate professional work and office etiquette
- Support the administration of Subject Access Requests working alongside my Manager and the DPO
- Be innovative in your approach to developing strategies that support Turning Point attract great people
- Maintain a good understanding of recruitment policies and procedures and adopt best practice as appropriate
- Demonstrate high standards in candidate experience ensuring that each candidate is notified about the outcome of their application in a timely manner
- Share learning, feedback, coach and support colleagues to deliver their day-to-day recruitment campaigns
- Seek opportunities for continuous improvements to the service provided and share these with the team as appropriate

WHAT I NEED:

Skills \ Knowledge

- Strong coaching, influencing and communication skills
- Excellent organisational, time and data management skills
- Experience in volume recruitment in Health and Social Care
- Knowledge of recruitment policies and systems in order to deliver well thought out and effective recruitment campaigns
- Resilience to respond and function within high pressure environments
- Understanding of external attraction mechanisms to fill volume roles
- Ability to build and maintain effective relationships with internal and external stakeholders
- Ability to manage high level of vacancies whilst maintaining accuracy and attention to detail