

<b>JOB TITLE</b>	Recruitment Officer
<b>LOCATION/ DEPARTMENT</b>	Remote – UK Based.
<b>REPORTS TO/ SUPERVISED BY</b>	HR Director

## MAIN PURPOSE OF THE JOB: (JOB SUMMARY)

Working as a key partner in a busy HR Team you will be responsible for the effective management and delivery of the recruitment process ensuring procedures are followed in a timely and efficient manner across IPRS Group.

## KEY TASKS AND RESPONSIBILITIES (JOB CONTENT):

- + Responsible for sourcing, attracting, and hiring candidates for all open positions across the business who have the potential to be the next rising stars in our businesses.
- + Build positive relationships with business stakeholders to ensure an efficient and timely recruitment process is achieved for each candidate.
- + Providing advice for managers in advertising to ensure the most diverse range of applicants in line with equality, diversity and inclusion aims and objectives.
- + Raise vacancy requests and organise adverts to be advertised on allocated Job boards
- + Be actively involved in screening and assessing applicants against the necessary skills and attributes required for the role.
- + Co-ordinate all interview activity from start to finish, working with and actively communicating with the operations HR Team to ensure a seamless onboarding process.
- + Provide Feedback to business stakeholders throughout the recruitment process.
- + Employ appropriate approaches to engage and 'keep warm' candidates throughout the process to ensure offerees join IPRS Group.
- + When required support in the interviews.
- + Provide feedback to both successful and unsuccessful candidates.
- + Manage the recruitment budget and fee negotiations with external agencies.
- + Establish strong relationships with external agency providers to attract high quality candidates.
- + Manage the Recruitment Inbox and internal systems for the recording of interview notes, reports and right to work documentation including visas and sponsorships.
- + To keep up to date with recruitment legislation and advise where necessary.

## QUALIFICATIONS, TRAINING AND EXPERIENCE (D – Desirable E- Essential):

- + GNVQ/NVQ Level 2 qualification or equivalent (D)
- + 4 GCSE/O level passes A-C or equivalent, including English and Maths (E)
- + Previous experience of working within a recruitment setting (E)

## EXPERIENCE AND KNOWLEDGE:

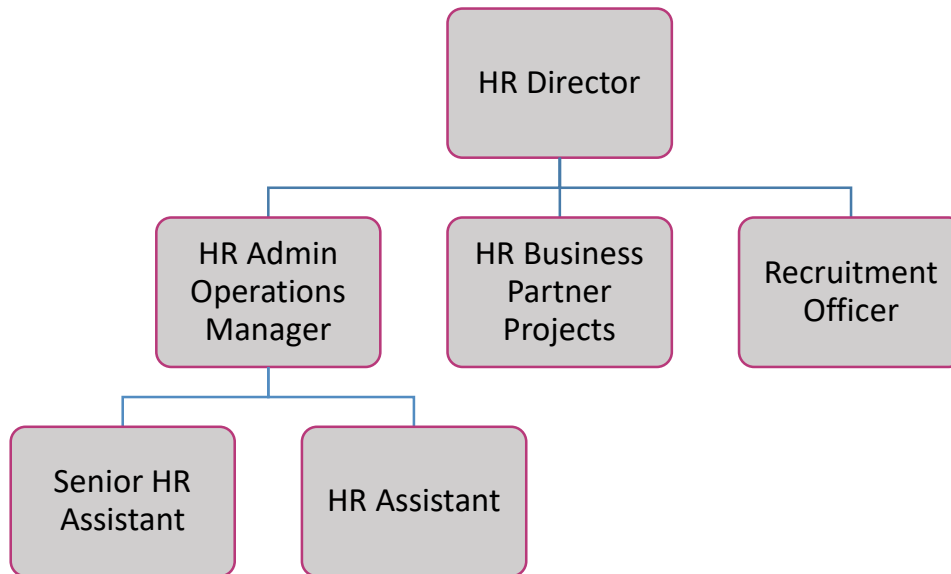
- + In depth knowledge and application of recruitment legislation and current best practice.

## SKILLS AND ABILITIES:

- + Clear and concise written and spoken communication skills.
- + Attention to detail and the ability to record information accurately.
- + Ability to prioritise and meet relevant deadlines in a demanding environment.
- + Ability to communicate effectively with customers.
- + An ability to maintain confidentiality and act with discretion and diplomacy is crucial.
- + Self-motivated and able to work under own autonomy or as part of a team.
- + Able to influence, persuade and negotiate to achieve positive outcomes.
- + Ability to deliver tasks and projects on time, manage high workload and conflicting priorities.
- + Able to apply a commercial approach and understanding to ensure service is aligned to business goals.
- + Ability to write and present a range of reports.
- + Proactive, self-motivated, flexible and adaptable.
- + The ability to work effectively and maintain resilience in a changing environment.
- + Good knowledge of Microsoft Packages, in particular Word and Excel
- + Ability to build and maintain excellent professional working relationships with all stakeholders
- + An awareness of and commitment to supporting and facilitating diversity and inclusion
- + Willingness to travel, which may include overnight stays on occasion, as and when required

**DBS check required:** Yes (Basic)

## MANAGEMENT STRUCTURE



**Date:** November 2021