
JOB DESCRIPTION

Resourcing Specialist

Line manager Resourcing Business Partner

Directorate People and Performance

Team People Services

KEY INFORMATION

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| Job title | Resourcing Specialist | | |
| Location | Hybrid - Midlands / East of England with travel across our geography as required | Line manager | Resourcing Business Partner |
| Salary | Up to £39,715.62 per annum | Directorate | People and Performance |
| Hours | 36.25 per week | DBS requirement | N/A |

MAIN PURPOSE OF JOB

- Support the Resourcing Business Partner with all aspects of the recruitment and resourcing process.
- Support Hiring Managers by providing an inclusive, responsive and timely service.
- Create a positive candidate experience in line with the People and Culture strategy and demonstrate Group values when welcoming new starters to the company.
- Continuously look improve the overall employee experience from the vacancy through to onboarding.
- Work with the People Services Team to ensure onboarding processes are seamless.
- Embed regulation, legislation, employee engagement and inclusion into all resourcing and recruitment practices.

CORPORATE TASKS

- A) Contribute to the overall operation of the Group. Help to deliver the corporate vision, values and key messages and promote the effective corporate working of the organisation.
- B) Contribute to the operational plans for the People and Performance service ensuring that key objectives are met. Aid continuous improvement and service success.
- C) Be responsible for the Group's compliance with all necessary legal requirements commensurate with this role to minimise or alleviate risk.
- D) Represent the Group with internal and external stakeholders, attending meetings, training and conferences as necessary.
- E) Champion the People Services department through continually improving processes and outcomes for staff and customers.
- F) Identify opportunities to grow and develop services, considering Value for Money in all actions.
- G) Play an active role in a high-performing, highly engaged colleague team, promoting a culture of excellent customer service.

KEY TASKS AND RESPONSIBILITIES

- Provide professional, customer focused resourcing and recruitment process to attract and hire individuals with the best skills, knowledge, behaviours, abilities and fit within the Group values.
 - Build trusted and valuable partnerships at all levels across the business to provide digital marketing and social media applications.
 - Liaise with the ATS whenever necessary regarding applications.
 - Manage day-to-day usage of the ATS alongside the Resourcing Business Partner.
 - Work with Hiring Managers to guide, support and coach them throughout the applicant journey and ATS.
 - Work with the Head of People Development and Resourcing Business Partner on workforce planning, specific campaigns and assessments needed to bring in and subsequently retain the best the talent.
 - Support onboarding across the People Services Team / Department.
 - Translate the People and Culture strategy into practical and pragmatic solutions on all resourcing and recruitment matters.
 - Ensure all legislative and regulative requirements are embedded in the advice provided to Managers and the People Services Team.
 - Ensure all communications in adverts and recruitment material are accurate and purposeful.
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GENERAL REQUIREMENTS

1. To possess good IT skills and be committed to improving skills in this and other areas through continuing training and development
 2. To demonstrate and champion the values and behaviours of the Group.
 3. To work within all Group policies and procedures, providing a high-quality service and to always have a high regard for the Equality and Diversity Policy.
 4. To ensure that data for which you are responsible is accurate and up to date and stored in accordance with the Group's information management procedures.
 5. To respect confidentiality at all times and abide by the requirements set out in the General Data Protection Regulations and Data Protection Act 2018.
 6. To observe all of the Group's Health and Safety policies, procedures and processes and take all reasonable care to promote health and safety for all.
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OUR VALUES

Guided by our core set of shared values, our vision is to improve the lives of our customers and communities. Our values, which are at the heart of everything we do, were created by our colleagues, who help to deliver the excellent services we provide.



In it Together

We stand together as one team with one vision to make a difference to people's lives. Forms working relationships with others inside and outside the organisation and openly promotes and values diversity.



Heartfelt Service

Everything we do shows we care deeply about our customers and colleagues. Ensures the delivery of service meets customer requirements both internally and externally.



Own it

We do what we say we do to the best of our ability with pride and passion. Communicates with others using techniques appropriate to the situation and uses skills to build and maintain relationships.



Pushing the Boundaries

We strive for excellence constantly looking for fresh ways of doing things. Looks for new ways to improve working methods and initiatives to carry the organisation forward.



Fun and Fair

We work hard, enjoy it and treat everybody equally with respect and honesty.

ADDITIONAL DUTIES CLAUSE

The above does not constitute an exhaustive list of duties. The post holder may be required to perform any reasonable tasks commensurate with the level of responsibility at the request of their manager. Duties may vary as and when localised procedures are updated or renewed with varying local authorities that Longhurst Group works with. Longhurst Group reserves the right to alter the content of this job description to reflect changes to the organisation or the services it provides.

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| Creation Date: | January 2023 | Review Date: | January 2025 |
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To be reviewed as part of the Job Description review process

Person Specification Resourcing Specialist

The Values outlines the key expectations of all Group colleagues. Used together, the Person Specification our Values will ensure new employees will exhibit the competencies required for this role. All our opportunities will be assessed through application to interview.

Essential Criteria

Experience working on resourcing and recruitment activities and campaigns.

Experience of using and developing Applicant Tracking Systems.

Knowledge and familiarity with commonly used job search websites and resources, including labour market research tools.

Ability to use digital marketing and social media applications.

Good understanding of talent, attraction and development processes and procedures.

Ability to build relationships and communicate at all levels within an organization.

Able to demonstrate an awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.

Promotes equality of opportunity for all people as employees or customers.

Promotes an environment where everyone can thrive and reach their potential.

Recognises and values the diversity of the communities where the organisation works.

Desirable Criteria

CIPD qualification.

Aware of what's happening inside and outside the organisation and the relationship between Longhurst Group, the community, and the environment.