

Recruitment Co-ordinator

Generic title	Assistant
General Description	A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. Interacts with a wide variety of stakeholders, including senior directors within the business.

Competencies

Achieving Results	Will set goals for self in own work environment Demonstrates enthusiasm for the job
Analytical thinking and decision making	Rational and systematic analysis of situation to enable decisions on more varied issues Questioning the evidence to evaluate issues
Communication	Ability to choose most appropriate style of communication Able to listen actively Demonstrating sound questioning techniques
Dealing with change	Positive attitude to change when presented Contributes to change in own area of work
Teamwork	Contribute to the overall team objectives Understand how to be part of a team Regularly cooperate with team members
Leadership	The capacity to assume some position of influence within a team
Managing resources	Works effectively within time and budget constraints set by others Looks to complete on schedule and recover slippage
Negotiation	The ability to discuss and agree priorities
People Development	Can respond within tested frameworks of development to identify own needs Uses personal experience to build own skills

Role definition

Summary of role	Work with designated business areas through the whole of the recruitment life-cycle for directly employed, monthly paid staff. Working in partnership with both the hiring manager and candidate you will ensure that the recruitment process is a proactive, positive and professional one to all associated parties.
Responsibilities and accountabilities	<p>Ensure that all recruitment follows the correct process through designated routes and ensure that all recruitment activities are planned, executed and consistently delivered to the highest standards.</p> <p>Manage all aspects of the recruitment process, including advertising roles, responding to applicants, pre-screening applicants, arranging interview dates and sending out arrangements, making verbal offers and providing feedback to unsuccessful candidates.</p> <p>Ensure that there are clear, written resourcing plans in place for all vacancies under your area of responsibility that are regularly reviewed, updated and delivered.</p> <p>Constantly deploy both traditional and innovative recruitment methods to source the best quality candidates in the most effective way, ensuring additional costs of recruitment are minimised.</p> <p>Be an advocate for the Applicant Tracking System (ATS) and that all approvals and recruitment flows through the system.</p> <p>Deliver training to line managers on the ATS</p>

	<p>Ensure that the ATS system is kept up to date from both a candidate and role perspective and it is compliant for all internal and external audit requirements.</p> <p>Building candidate talent pools to use for future recruitment campaigns.</p> <p>Promoting Morgan Sindall's brand profile across all attraction sources to the highest standards and stands out within the given business sector.</p> <p>Searching for and using new and innovative recruitment methods to attract suitable candidates to the business.</p> <p>Assure compliance with legal and company recruitment policies and procedures and ensure the Company is protected against risk.</p> <p>Assist with the production of high quality role definitions and person specifications and ensure that the information is correct, compliant, consistent and relevant to the role, company standards and legal requirements.</p> <p>Liaise with recruitment agency preferred suppliers.</p> <p>Build robust and credible relationships with a variety of stakeholders within the business – from Managing Directors, functional heads, all levels of employees (including those who are site based)</p> <p>Work closely with the other members of the human resources team to ensure adequate cover in the event of holidays and sickness</p>
Qualifications, training and technical knowledge	<p>Experience within recruitment essential and within the construction industry ideally.</p> <p>Experience of delivering exceptional customer service.</p> <p>Knowledge of using an applicant tracking system to track all candidate journeys.</p> <p>Experience of managing multiple tasks with multiple stakeholders, both internal and external.</p> <p>Proficient in the use of MS Office applications in particular Word, Excel and Outlook.</p> <p>Confidence using on line tools and services and navigating the Internet</p>
Attributes and skills	<p>Some supervision skills</p> <p>Ability to manage an ever changing list of priorities and vacancies</p> <p>Able to deal with challenging people in a calm and professional manner</p> <p>Ability to work well either alone or as part of a team</p> <p>Some knowledge of construction practices and standards within their subject</p> <p>Good writing, analytical and problem solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p>