

RESOURCING ADVISOR

PURPOSE

The Resourcing Advisor is responsible for managing the end-to-end recruitment process, ensuring a high-quality candidate experience and delivering top talent to meet the organisation's hiring needs. This role focuses on sourcing, screening, and managing candidates through the recruitment journey, working closely with the Resourcing Business Partner to align recruitment strategies with business objectives. A key element of this role is supporting diversity, equity, and inclusion initiatives and building talent pools to anticipate future hiring needs.

KEY DELIVERABLES

- **Candidate pipeline:** Develop and maintain a robust pipeline of high-quality candidates, ensuring alignment with the workforce plans and recruitment strategy developed by the TABP.
- **Sourcing strategies:** Execute effective sourcing strategies, leveraging job boards, social media, networking, and community outreach to attract diverse and skilled talent
- **Recruitment metrics:** Track and report on key metrics such as time to hire, candidate satisfaction, and quality of hire. Provide data and insights to inform strategic decisions and continuous improvement efforts.
- **Collaboration:** Work closely with the Resourcing Business Partner to ensure recruitment strategies are aligned with organisational goals, and adjust approaches based on business needs and talent market trends.
- **Diversity and inclusion:** Support and implement recruitment practices that promote a diverse and inclusive workforce, ensuring alignment with the Resourcing Business Partner strategies for building diverse talent pools.
- **Talent pools:** Build and manage talent pools for critical roles and hard-to-fill positions, ensuring readiness for future recruitment needs as per the succession planning strategy developed with the Resourcing Business Partner. Collaborate with external recruitment partners to align marketing efforts and ensure effective candidate attraction and employer branding.
- **Candidate engagement and experience:** Ensure an excellent candidate experience by providing clear, timely communication throughout the recruitment process, managing expectations, and maintaining professionalism from initial contact to final decision, reinforcing Brandon's employer brand.

KEY RELATIONSHIPS

- Resourcing Business Partner
- External recruitment agencies and job boards
- Candidates and professional networks

VALUES AND BEHAVIOURS



PERSON SPECIFICATION

ACHIEVEMENTS AND EXPERIENCE
<ul style="list-style-type: none">• Recruitment experience: Proven experience in full-cycle recruitment, including sourcing, screening, and managing candidates through the hiring process.• Sourcing expertise: Experience in implementing sourcing strategies to attract high-quality candidates from various channels.• Talent pool build and management: Demonstrated ability to build and maintain talent pools, ensuring readiness for future hiring needs in line with the succession planning strategy.• Experience in diversity recruitment: A history of supporting diversity and inclusion efforts in recruitment, building diverse candidate pipelines in line with organisational goals.• Data and metrics management: Experience tracking recruitment metrics and using data to inform continuous improvement and provide insights to senior Resourcing leaders.
ABILITIES AND SKILLS
<ul style="list-style-type: none">• Excellent communication and negotiation skills: Strong communicator who effectively engages with candidates and external partners, providing clear and professional communication at all stages of the recruitment process.• Results-oriented: Delivers high-quality hires within agreed timelines, using data-driven insights to refine sourcing strategies and recruitment processes in collaboration with the Resourcing Business Partner.• Sourcing and talent pool management: Skilled in direct sourcing and building strong pipelines for current and future vacancies, aligned with the recruitment strategy.• Diversity and inclusion: Promotes inclusive recruitment practices, ensuring diverse candidate pools that meet the organisation's EDI goals.• Collaboration: Works closely with stakeholders, building strong partnerships to achieve recruitment objectives.