

**JOB TITLE: Resourcing Advisor**

**Job Description**

**Reports to: Resourcing Manager**

**Grade: PM1**

**Safety Status: Non-Safety Critical**

**Date version agreed: November 2020**

**1. Job Purpose**

To ensure all identified recruitment needs are resourced effectively and efficiently; provide professional, expert recruitment advice to all stakeholders in a timely manner.

To provide an effective end to end vacancy management programme that meets the needs of the business and individual hiring managers.

To provide a professional, efficient and coordinated resourcing support to all recruitment processes within West Midlands Trains, all recruitment advisors will be key support to the business with all recruitment processes, including, internal and external advertising, Interview support, testing, reference checks, contracts (plus other ad hoc advisory and administrative support as and when required).

**2. Safety Detail’s**

A; This role requires security clearance (for e.g. running of special trains) NO

B; This role is required to hold relevant Track Safety Competence (PTS) NO

C; This is a Safety Critical Work Post NO

D; This is a ‘Key Safety Post’ NO

E; Reference to this post is included in the Company Safety Certification documents NO

F; This role manages employees (undertakes specific tasks indicated in the occupational & operational standards manuals) NO

G; This role manages locations (undertakes specific tasks indicated in the occupational & operational standards manuals) NO

**3. Dimensions**

**A. Financial: No Budget Responsibility**

**B. Staff: No Direct Reports**

**4. Principal Accountabilities**

* Engage with line/hiring managers to establish recruitment needs from outset; regularly monitor and review recruitment progress and respond accordingly (suggesting alternative advertising/selection methods as necessary)
* Maintain, review & develop job descriptions, interview frameworks, selection and testing criteria associated with specific roles. Strive for transparent consistency with documentation
* Advertise roles on intranet and careers website and other sites e.g. [Total](http://www.reed.co.uk) Jobs, LinkedIn
* Liaise/review service with advertising agencies where necessary
* Liaise/review service with recruitment agencies on a regular basis
* Maintain up to date knowledge on job boards – suggest suitable attraction strategies whilst keeping costs as low as possible (in conjunction with advertising agencies where necessary)
* Oversee selection and testing procedures and make recommendations where necessary
* Arrange interview dates/venues and invite candidates in conjunction with hiring managers
* Undertake interviews together with line managers and provide succinct feedback and recommendations where required
* Feedback and give advice to all unsuccessful internal candidates on request
* Raise and offer contracts of employment, ensuring contracts issued are correct and up to date
* Liaise with payroll to effect job changes and appointments, use of Oracle
* Ensure all aspects of process are undertaken in a fair, non-discriminatory manner
* Analyse recruitment campaigns and suggest process improvements for future
* Engage with Welfare to Work providers and similar to increase direct applicant flow
* Undertake HR projects as determined by line manager
* Attend jobs/careers events across the WMT geography, forging positive relationships and networks as and when required
* Creating and maintaining recruitment trackers
* Reporting recruitment metrics on a monthly basis for period end reporting purposes
* Attendance at business team meetings on a regular basis to ensure complete awareness of all current/future recruitment needs
* To adopt the lead for recruitment excellence with the Resourcing team; providing expertise to each hiring manager dependent on role through communication and research
* Engage with the wider HR team to discuss any internal applications (e.g. welfare issues that may impact recruitment)
* Any other duties as required

**5. Context**

**A: Operating Environment:**

The role is based from Head Office however there is an expectation that the post holder will travel across the network to provide interview support alongside Hiring Managers, this will require flexibility in terms of start/finish times.

**B: Framework and Boundaries:**

**6. Relationships**

**A: Reporting lines – Reports to Resourcing Manager**

**B: Other Contacts:**

* Rostering team
* HR team
* Recruiting line/hiring managers, directors and colleagues at all levels
* Training
* Internal applicants

**Outside the Company:**

* Abellio Group
* External applicants
* Medigold
* Recruitment agencies
* Welfare to work providers
* Verifile
* OPC
* SHL
* Other stakeholders

**7. Knowledge and Experience**

* BPS Level 1 qualified (level 2 desirable)
* Experience with high volume recruitment
* Full end to end recruitment experience
* Strong, proven stakeholder management skills
* Excellent organisation and time management
* Awareness of employment law matters with regards to recruitment
* Able to work under pressure and to strict deadlines with conflicting priorities
* Excellent communications skills, written and verbal
* Strong focus on building customer relationships
* Experience using an online Applicant Tracking System
* Ability to directly source candidates for specialist roles
* Knowledge and experience of recruiting in the UK market for multiple job disciplines
* Articulate and confident communicator
* Highly self-motivated with good work ethic, enthusiastic with a can-do attitude

**8. Job Challenge(s):**

High volume recruitment coupled with specialist recruitment will generate numerous queries and administrative tasks so crucial for the post holder to have strong organizational abilities together with the ability to multi-task, prioritise and manage expectations at all times. Requires a robust nature/personality with a positive approach to recruitment and associated activities

**9. Additional Information**

**10. Sign off**

**Job Holder:……………………………………………….. Date:………………..**

**Manager:………………………………………………….. Date:………………..**