

Person Specification

Post Title: Team Recruiter, Trainer - Co-ordinator [Production Network] Blackburn

Contract: Full time permanent

Date: July 2017

The post holder will play a lead role in contracting self-employed distribution teams needed to drive business forward expansion plans. Developing and delivering induction training for new recruits - linked to the company training strategy.

The post holder will spend the majority of time independently driving the planning, coordination and delivery of team recruitment, acting as a CAS ambassador in all aspects of this role.

The following is the essential criteria needed to carry out the job role effectively on day one. We will use these criteria to assess your application form and suitability for the job at interview. Please bear this in mind when preparing to apply for the job.

Method of Assessment: A - Application form I – At Interview T – Presentation at interview

1. Education/Qualifications/Training:	A	I	T
<p>Do you have any learning and development /training /qualifications/ we should take into account when assessing your application.</p> <ol style="list-style-type: none"> 1. Recruitment, Training, HR - CIPD or RCI qualifications or equivalent desirable <u>not essential</u> 2. Employment/Recruitment /Legislation/ Customer Relations/Quality 3. IT : database/spreadsheets e - Operations /Business administration 6. A good business standard of written & spoken English is essential [An Eastern European language speaker would be an asset, but not essential] 7. Able to travel in the UK /abroad without restrictions 8. Able to work occasional weekends 9. Holds a current full driving licence, with no bans/restrictions 	All	All	1.6
2. Key Requirements: a) Knowledge and Experience	A	I	T
<p>You will need to demonstrate a strong background in Recruitment and Training; with knowledge of HR [having worked as an in-house recruiter role desirable not essential] Experience in the following are essential:</p> <ol style="list-style-type: none"> 1. Negotiation / employment contracts/ checking legal compliance re employment law 2. Broad knowledge and experience of recruiting end to end 3. Business/commercial understanding and approach 4. Managing own day to day administration troubleshooting/seeking out viable solutions 5. Risk assessment and contingency planning 6. Using current and continuously looking to develop new improved alternative methods to source /quality staff [transferable to sourcing quality self-employed teams] as required. 7. Researching and generating internal and external sources both UK and Europe 8. Setting up systems/processes/ to monitor recruitment outcomes and measures results 9. Using systematic and structured /collaborative problem solving approaches 10. Managing relationships with third parties, such as recruitment consultants/agencies 11. Creating a customer focused work culture 	All	All	a.2 a.3 a.5 a.6 a.7 a.8 a.9 a10 a11

<p>b] Skills and Abilities :</p> <ol style="list-style-type: none"> 1. Excellent recruitment interviewing and assessment skills 2. Excellent recruitment systems management [from telephone screening to interviewing 3. Excellent time and project management skills / sets and achieves goals, targets and priorities to agreed deadlines 4. Ability to apply knowledge or take a fresh perspective to solve complex problems and issues that arise 5. Confident in taking appropriate steps to manage issues [promptly, identifies options] with a focus on satisfactory resolution 6. Result orientated team player able to positively influence / inspire 7. “Hands on” attitude and strong team spirit 8. Able to work on own initiative pro-active, motivational and collaborative 	All	All	b.1 b3 b4 b6 b7 b8
3. The Recruitment Function:			
The post holder will be responsible for all aspects of recruitment - Developing cost effective, recruitment plans/ providing quality staff teams who will deliver required capacity.			
Key day to day requirements:			
<ol style="list-style-type: none"> 1. Developing local/national collection team recruitment plans/campaigns etc 2. Pre-screening: initial telephone. CV's/ application assessments determining shortlist 3. Planning, coordinating conducting interviews – contracting staff 4. Communicating company vision/ providing candidates with full job specification duties/interview arrangements /as appropriate 5. Facilitating pre-employment checks/Verify references/ checks/work permits etc 6. Planning and implementing recruitment cycle [<u>writing relevant documents, correspondence, reports</u> – ensuring legal compliance/advertising/tracking responses, 7. Providing regular updates on recruitment, induction training and related targets 8. Managing recruitment initiatives or similar [Eg. This post will include working with agents in Eastern Europe and UK 9. Employing traditional and / new creative ways of contracting /recruiting high staff volumes 			3.8 3.9
4. The Training Function:			
Induction training - Raising staff buy in/commitment to team work raising staff understanding of importance and benefits of complying with company standards - implications for non-compliance for business goals			
Key requirements - experience of:			
<ol style="list-style-type: none"> 1. Designing, delivering induction or similar practical training programmes 2. Setting training goals that can be assessed /evaluated 3. Using a range of methods/techniques - to deliver training content 4. Assessing gaps and highlighting these re: company training programme 5. Eliciting feedback - to measure results 6. Reviewing/induction training /translating materials etc as appropriate 			4.1 4.3

	A	I	T
5. Communication Skills			
1. Demonstrates high standards of professionalism and integrity in day to day working 2. As a company representative – understands the importance of appropriate tone, language and personal behaviour in all communication. 3. Strong interpersonal skills and a collaborative work style, able to interact well with people at all levels 4. Able to communicate clearly and logically face to face, on the telephone, and in writing [in training/ consultation/liaison and negotiating] with a variety of people [internal and external to the company. Clarifies and/checks understanding 5. Able to write clear /relevant materials to meet the requirements of the job 6. Confident & assertive in carrying out the roles required and when working with others – is focused, friendly, personable 7. Clear presentation in all forms Eg. Including Power Point or similar packages for recruitment and training purposes. 8. Calm and professional when working under pressure 9. Ability to build strong stakeholder and network relationships 10. Communicates any possible issues in a timely way to appropriate personnel 11. Manages all communication with candidates both verbal and in writing providing translations as required	All	All	All 5.1-11
6. IT/ICT Key requirements and experience:	A	I	T
1. Strong IT skills - Word, Excel, Outlook, PowerPoint 2. Accurately collecting and reporting on data for specific KPI's or produces reports for the team 3. Proficient keyboard skills can work with database/spreadsheets able to input, interrogate, analyse information and report on findings. 4. Able to set up systems using software packages such as Microsoft Word, Outlook, Excel and PowerPoint or similar to develop and carry out the tasks and functions of this role 5. Records and maintains information Eg. Recruitment campaign inputs and outcomes /costs/agency database / monitoring /evaluation feedback to evidence results or to expose problems/identify solutions. 6. Able to use a range of fields Eg. To interrogate data to capture specific information 7. Able to carry out research Eg. Advertising agencies/methods of recruiting 8. Able to collect and analyse data re patterns and trends in recruitment of CAS teams ware understand, and included in recruitment plans. 9. Uses recruitment database, to record / capture all key aspects of team recruitment for future analysis. Paying due attention to legal requirements 10. Use data findings to adjust and propose new methods of recruitment and team training	All	All	6.1 6.4 6.5 6.6 6.10
7. Finance Key requirements and experience:	A	I	T
1. Effective budget management 2. Provides estimates of cost when planning initiatives 3. Awareness of the cost of inefficiencies - factors these in plans as part of risk assessment and contingency 4. Reconciles budgets, as required. 5. Understands the importance of collecting and analysing results on ROI data/financials 6. Developing /contributing to the development of remuneration packages and staff performance reward schemes [Eg. for self-employed and employed staff]	All	All	7.2 7.5

8. Competencies, Accountabilities & Attitudes:	A	I	T
<p>1. Willing and able to work occasional weekends to: recruit and/or train staff /to meet requirements of the job etc.</p> <p>The post holder will be expected to undertake their duties in line with the following company competency framework:</p> <ul style="list-style-type: none"> ~A commitment to the company vision ~maintaining confidentiality and discretion ~ An openness to change ~A customer-focused attitude ~An appreciation of equality at work ~A spirit of team working ~Professionalism at all times ~Leadership - as appropriate to the job role/ responsibilities <p>Please note: This is a description of the duties and responsibilities of the job at date of publication. The duties may change over time as requirements and circumstances change. The post holder may have to carry out other duties as may be necessary from time to time.</p>	All	All	