**Job description**

**Job title:** Recruitment Advisor

**Department:** Human Resources & Learning

**Location:** London or Manchester

**Reporting to:** Head of Recruitment

**Hours:** 9.30am-5.30pm (hybrid working – three days in office)

**Contract:** Permanent

**Salary:** Competitive, provided upon request

**Benefits:** 29 days’ holiday per annum inclusive of 4 days’ compulsory leave to be taken during the Christmas office closure, plus all public and bank holidays; contributory pension scheme; life assurance (4 times annual salary); private medical insurance; interest free season ticket loan; childcare vouchers; cycle to work scheme; electric vehicle scheme.  We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

**About the team**

The Recruitment team at Leigh Day is an integral part of our Human Resources and Learning department, which comprises nearly 25 professionals across our London, Leeds, and Manchester offices. This department is structured into three key areas: HR Operations, Learning & Development, and Recruitment.

Our Recruitment team manages the full cycle hiring process for the firm, covering both lateral and early careers recruitment. We work closely with partners and hiring managers to deliver a high-quality recruitment service that ensures we attract, and onboard exceptional talent aligned with our business needs. This includes a key focus on direct sourcing to ensure we are keeping recruitment costs to a minimum. We also have some exciting projects in the pipeline, including launching an ATS, undertaking a full PSL review, and a refresh of our recruitment policies.

The team is currently made up of five individuals (including this role): the Head of Recruitment, a Recruitment Manager, two Recruitment Advisors (one who specialises in early careers), and a Recruitment Administrator who supports across the team.

**Overall purpose of the role**

The primary responsibility of the role is to manage end to end lateral recruitment of all fee-earning and non-fee-earning staff across all Leigh Day locations, with a focus on paralegals and junior business services staff. This will include supporting the Recruitment Administrator with offers and onboarding for successful candidates and working with the wider HR team to ensure a smooth onboarding process.

The role will also include supporting on key recruitment focused projects, including the launch of a new ATS system (expected to launch April 2025) and may also assist the Early Careers Advisor on trainee recruitment and development as required.

**Main duties and responsibilities**

**Candidate management**

* Drafting, updating & templating job descriptions and job adverts and maintaining library on the ATS
* Drafting and posting adverts on the ATS and appropriate job boards and social media channels
* Supporting the Recruitment Admin by monitoring the recruitment inbox by answering and escalating queries
* Keeping vacancy and invoice trackers up to date and supporting with data and metrics as required
* Managing agency relationships and supporting with temp recruitment as needed
* Updating and managing a library of interview templates and inhouse assessments

**Hiring managers**

* Take briefings from hiring managers to establish campaign timescales and interview/assessment processes
* Provide relevant interview question/ assessment templates, updating where necessary
* Candidate shortlisting and preparation of applicant shortlists

**Other responsibilities**

* Provide input to develop and enhance the recruitment processes
* Responsible for job board accounts and relationships
* Supporting with continued maintenance and development of ATS
* Assisting with internal and external salary benchmarking
* Support with recruitment related projects as and when required
* Assisting with recruitment marketing/branding initiatives and social media campaigns
* Ensure compliance with data protection standards (GDPR)
* Support wider HR projects and initiatives as and when required, including generalist HR

**Essential experience**

* Previous end to end recruitment experience, either from agency or in-house
* Ability to work under pressure in a high volume, fast-paced environment
* Ability to work with stakeholders at all levels and manage senior relationships
* Proactive and efficient, with the ability to manage own workloads and priorities
* Understanding of recruitment best practice and GDPR within a recruitment context
* Excellent communication skills, both written and verbal
* Excellent attention to detail and accuracy
* Fully competent in using MS Office products

**Desirable experience**

* Prior recruitment experience within legal and/or professional services
* Experience of LinkedIn Recruiter or other direct sourcing methods
* Prior exposure to Applicant Tracking Systems