**Job description**

**Job title:** Recruitment Advisor / Manager

**Department:** Business Services

**Location:** Manchester– Hybrid working – 2 days at home

**Reporting to:** Head of Recruitment

**Hours:** 9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role. We are however open to considering part-time (minimum of four days per week).

**Contract:** 12 month FTC, full-time role

**Benefits:** 29 days’ holiday per annum inclusive of 4 days’ compulsory leave to be taken during the Christmas office closure between Christmas Eve to the 1st working day of the new year, plus all public and bank holidays; contributory pension scheme; life assurance (4 times annual salary); interest free season ticket loan; childcare vouchers; cycle to work scheme.  We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

**Overall purpose of the role**

The responsibility of the role is the overseeing and delivery (with the support of a shared team administrator) of all experienced hire recruitment requirements. This will be focused on our northern office hubs (Manchester, Liverpool & Leeds), however will also include mid to senior level roles for our other office locations. These roles will be a mixture of planned and unplanned growth, ad-hoc finite requirements, and headcount maintenance. The role will also support with trainee recruitment for our northern office hubs on an ad hoc basis.

There will also be opportunities to support with a wide range of recruitment focused projects, including the delivery of a new Applicant Tracking System, process improvements and the creation of a formal Professional Supplier List for recruitment agencies.

**Main duties and responsibilities**

**Senior and niche recruitment**

* Undertake inhouse search for active and passive partner requests.
* Liaison and management of any third party retained search projects.
* Liaison and management of senior/ niche contingency agency engagement.
* Research and execution of senior/ niche advertising campaigns.

**Other experienced hire recruitment**

* Act as recruitment subject matter expert (SME) for junior team members.
* Co-responsibility for the review and approval of junior team members activities.
  + Quality assures job descriptions, adverts, web content and offer letters.
  + Assures quality and standards of service are met and maintained.
* Research and provide advice on sourcing channels.
* Provide advice on interview questions, assessments, and tests.
* Ensures trackers are accurate and up to date.
* Provide interview support where necessary (typically non-fee-earning roles).

**Supplier management**

* On-going review of PSL, ensuring adequate coverage of disciplines and locations.
* Researching and sourcing new suppliers where needed.
* Negotiating and agreeing terms of business, ensuring up to date terms are in place.
* On-going review of advertising media performance.
* Researching and sourcing general and specific media where needed.

**Projects and innovation**

* Key participant in developmental recruitment projects, which may include;
* Experienced hire ATS selection, implementation, and roll-out.
* Review of end to end ‘candidate journey’ and ‘candidate experience’.
* Review of core recruitment templates (JDs, adverts, communications, offer letters).
* Development of ‘employer brand’ and associated assets.
* Development of hiring manager ‘quick guides’.
* Remaining up to date with recruitment tech and trends, researching and recommending potential products and suppliers.

**Other responsibilities**

* Maintain a close relationship with HR Managers/ Business Partners/ Advisors.
* Ensure compliance with general Firm processes and data protection standards (GDPR).
* Support with trainee recruitment and development as required for our northern offices.

**Performance measured by**

* Standard of recruitment service provided to hiring managers.
* Key recruitment metrics including time and cost of hire.
* Delivery of excellent candidate experience.
* Personal development and contribution to the overall objectives of the Firm.
* Good attendance and timekeeping.

**Person specification**

* Experienced in-house recruiter, ideally from within legal or wider professional services / partnerships.
* Excellent knowledge of Business Services roles/functions (HR, Finance, IT, Facilities, Marketing, Compliance), with fee-earning legal role knowledge particularly advantageous.
* Experienced managing volume/ on-going recruitment campaigns.
* Strong technical recruitment skills, with previous experience of using LinkedIn and other sourcing tools.
* Ability to work credibly with senior stakeholder, and effectively manage expectations.
* Proactive and efficient, with the ability to manage own workloads and priorities within a fast-paced environment.
* Excellent written and oral communication skills.
* Excellent attention to detail.
* Fully competent in using MS Office products.
* Strong understanding of data protection laws within a HR/recruitment context.
* Ability to deal with confidential, sensitive information with trust, integrity and confidence.