

Job Role Description

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| Job Title | Group Resourcing Advisor |
| Reporting To | Group HR Director |
| Working Hours | 37.5 |

CliniMed (Holdings) Limited was formed in 1991 following the acquisition and formation of a number of additional companies within the Group. It derived its name from the founding company, CliniMed Limited.

CliniMed (Holdings) Limited is the overall parent company and is proud to have been awarded Investors in People Gold accreditation.

The Group comprises seven operating companies all providing specialist products and services to the healthcare market.

Summary Of The Role

You will provide an efficient, accurate and streamlined service to the business for all recruitment and resourcing-related matters for the CliniMed Group of Companies. This new and exciting opportunity is a role which has a wide remit and at the top of the agenda is sourcing great candidates whose attitude and experience matches the CliniMed Group Culture by concentrating on direct sourcing.

You will be responsible for the proactive sourcing of quality candidates, agreeing job advertising methods by collaborating with the hiring managers and HR colleagues. You will have excellent communication and interpersonal skills which will enable you to build strong working relationships which is key to this role, whether they be with internal colleagues. You will be responsible for ensuring that the process from the initial request to the recruitment of a successful candidate is smooth, efficient, and cost effective. You'll need to be passionate when it comes to sourcing great people (active and passive candidates), and have excellent attention to detail, ensuring that all relevant paperwork is in place.

Main Duties and Responsibilities

- Collaborate closely with HR team and Hiring managers to ascertain resourcing requirements and forward plans, to ensure full understanding of the process and the resourcing requirement.
- Support the development and implementation of effective recruitment strategies to attract top talent.
- Work alongside hiring managers, HR, and Directors to identify the recruitment need and to proactively source suitable candidates using a variety of platforms e.g., Company websites, LinkedIn, job boards, applications, referrals etc.
- Able to utilise various sourcing techniques to identify and engage with quality candidates ensuring a diverse pool of applicants.
- On agreement of advertising methods, draft, upload and advertise vacancies as required.
- Be the first line of review by managing all incoming CVs for active roles, conduct initial screening before providing shortlists to hiring managers / HR Advisors / HR Managers
- Arrange interviews for all stages, whether via TEAMS or face to face, for Hiring Managers / HR team – scheduling with candidates and relevant parties.
- Ensure feedback to candidates following interview is obtained from interviewers and provided to the candidates.

- Update the resources tracker, monitoring the source of CVs and make recommendations based upon successful placements.
- Once the successful candidate has been identified, liaise with HR team to obtain necessary approvals to make the offer of employment.
- Provide all documentation / right to work / referencing and other necessary paperwork to HR team who will prepare the offer & contract and commence the Induction planning.
- Collaborate with the HR Teams to improve recruitment processes, with continuous improvement which will lead to an enhanced candidate experience.
- Weekly call with nominated individuals to check requirements.
- Liaise with H R Managers/HR teams on a regular basis to establish ideas around resource plans to pipeline candidates where possible.
- Plan and attend open days/careers events.
- Maintain role profile library in conjunction with HR Teams.
- Support on any ad-hoc project work that the HR team is undertaking.
- Ability to travel between sites.

Key measures & targets:

- 12 permanent roles filled with direct candidates per year. Target to be reviewed annually.
- All incoming CVs each week reviewed and where relevant passed to hiring managers / HR team.
- All interviewed candidates provided with feedback within two weeks of interview.

Key relationships:

- HR team across the Group of Company; Hiring Managers; Recruitment Partners

Other Duties:

Adherence to the Company's **Health and Safety** policy at all times and operate and promote the development of quality standards and procedures taking ownership of tasks and to seek new improved ways of doing things.

A degree of **flexibility** is required, and the job holder may be required to perform work not specifically referred to above and which will be appropriate to the level of the role. All duties must be carried out in compliance with company Quality System, Health and Safety Policies and regulations set out in the Medical Device Directive.

Quality is an integral part of the company's mission to deliver innovative products and service. All members of staff are responsible for operating and promoting the development of quality standards and procedures.

Continuous Improvement – The company is committed to a culture of continuous improvement. All members of staff are expected to take ownership of tasks and seek new and improved ways of doing things.

Person Specification

| Essential | Desirable |
|--|--|
| Qualifications <ul style="list-style-type: none"> • CIPD Level 5 or equivalent | Qualifications <ul style="list-style-type: none"> • Resourcing |
| Experience <ul style="list-style-type: none"> • Recruitment using a variety of platforms including social media and online resources. • Resourcing gained from either a recruitment-specific or generalist background. • Excellent organisation skills and attention to detail | Experience <ul style="list-style-type: none"> • A background of resource planning/liaison with line managers • Involvement in planning / attending open days/careers events would be beneficial |
| Able to demonstrate Knowledge of <ul style="list-style-type: none"> • HR recruitment and resourcing procedures and practices • Current and forthcoming employment legislation • Current GDPR regulations | |
| Skills and Abilities <ul style="list-style-type: none"> • IT literate and proficient in Microsoft Office, especially Word, Excel, PowerPoint, Outlook, and HR Information Systems • Excellent attention to detail • Good time management skills • Ability to work in a proactive and flexible manner. • Ability to multitask and prioritise workload and consistently meet deadlines. • Ability to communicate effectively at all levels both internally and externally. • Ability to present information in an accurate and appropriate format. | Skills and Abilities <ul style="list-style-type: none"> • Ability to collate statistical data for management reporting. |
| Personal <ul style="list-style-type: none"> • Excellent interpersonal skills • Proactive and self-motivated • Confidential and discrete • Curious with a willingness to challenge | |

This is a description of the job as it exists at present. All Job Descriptions are liable to variation in order to reflect any future role/obligations change and employee development.

Candidate Name

Signed: Date.....

Manager Name

Signed: Date.....