



RESOURCING ADVISOR



ABOUT THE ROLE

Working within our HR Department, this role will provide a comprehensive in-house recruitment service to the wider business through effective talent pipeline generation strategies. The Resourcing Advisor will work closely with the appropriate HR Business Partner and Hiring Managers to understand key resource requirements to ensure the development of resourcing plans meet both current and future organisational needs.

Responsible to: Head of Human Resources

KEY RESPONSIBILITIES

1. RECRUITMENT

- Research and make recommendations for traffic generation strategies to attract high quality and diverse applications whilst promoting in-house recruitment solutions to fulfil critical resource requirements.
- Working with the relevant HR Business Partner and Hiring Managers to create bespoke recruitment strategies for both planned and contingency recruitment to provide innovative, cost effective and timely solutions.
- Lead diversity initiatives by identifying underrepresented talent pipelines and sourcing strategies to engage talent.
- Develop and maintain the recruitment process within the business evaluating and improving the effectiveness of recruitment material
- Support with new entrant recruitment, including the recruitment of graduates and apprentices.

2. EMPLOYER VALUE PROPOSITION

- Manage and make recommendations to enhance Redrow's Employer Value Proposition to support with targeting active and passive talent pipelines, including through social media and other professional networks.
- Continue to build a positive presence on review websites such as Glassdoor and Indeed and manage company review responses.

- Conduct regular reviews of the Redrow Careers page and other recruitment platforms to ensure all information is up to date, consistent, engaging and demonstrating Redrow as an employer of choice.

3. JOB BOARDS

- Identify and build relationships with appropriate external partners, such as LinkedIn, other social media platforms and effective job boards.
- Head hunt talent via CV sourcing on job board platforms and LinkedIn.
- Continuously review the performance of active job boards to measure their effectiveness and make recommendations.
- Assist with the renewal of job boards and management of Redrow's aggregate job board.

4. APPLICANT TRACKING SYSTEM

- Continue to enhance and develop both the front-end and back-end of the Applicant Tracking System to assist with streamlining the recruitment process and ensuring a positive candidate experience.
- Complete a review of both internal and external communications issued from the Applicant Tracking System, ensuring that all information is relevant and engaging.
- Collate and prepare recruitment statistics and make recommendations from the data available.

THE PERSON

What kind of person are we looking for?

- An expert knowledge of recruitment is essential with demonstrable experience in an in-house recruitment
- An understanding of employment legislation and compliance to recruitment and industry specific laws and requirements
- Strong stakeholder management skills with the ability to influence at all levels
- Ability to produce reporting information & analysis of information
- Strong planning and organizational skills
- A problem solver with a pragmatic approach
- Effective project management, and campaign management (internal and external) skills

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.