



ROLE TITLE: RESOURCING ADVISOR
GRADE: C

DATE: April 2024
BUSINESS UNIT: HR Operations / Resourcing

Role	Key Responsibilities:	Skills / Knowledge / Experience:	Competencies / Values
<p>Role Purpose:</p> <p>The Resourcing Advisor reports into the Resourcing Business Partner and is essential in supporting the end-to-end recruitment process and ensuring RAC's talent needs are met efficiently.</p> <p>Working closely with hiring managers, candidates, and external partners to facilitate a seamless recruitment experience and contribute to the overall success of the team.</p> <p>Role Dimension: Financial</p> <p>Maintain accurate and up-to-date records in the applicant tracking system (ATS) and other recruitment databases.</p> <p>Generate and maintain reports as required, analysing recruitment metrics including cost per hire and agency spend, to support decision-making and identify areas for improvement.</p> <p>Non- Financial</p> <p>Impact on Organisational Success: The ability to contribute to the organisation's success by attracting and retaining top talent, directly</p>	<p><i>What the role must deliver</i></p> <p>Sourcing and Screening: Assist in sourcing candidates through various channels, including job boards, social media, and other channels. Screen CV's and applications to identify qualified candidates for open positions.</p> <p>Candidate Management: Coordinate interview schedules, communicate with candidates throughout the recruitment process, and ensure a positive candidate experience. Provide timely feedback and updates to candidates as appropriate.</p> <p>Recruitment Administration: Manage / co-ordinate recruitment-related documentation, including job descriptions, offer letters, and candidate correspondence. Ensure accuracy and compliance with internal policies and procedures.</p> <p>Data Management: Maintain accurate and up-to-date records in the applicant tracking system (ATS) and other recruitment databases. Generate reports and analyse recruitment metrics to support decision-making and identify areas for improvement.</p> <p>Stakeholder Support: Liaise with hiring managers and stakeholders to understand their recruitment needs and provide support throughout the hiring process. Assist with scheduling interviews, coordinating assessments, and conducting ID checks.</p> <p>Process Improvement: Identify opportunities to streamline and improve recruitment processes, including the use of technology and automation tools. Make recommendations to the Resourcing Business Partner for process enhancements and efficiency gains.</p>	<ul style="list-style-type: none"> • Previous experience in a recruitment role (agency or in house). • Strong organisational and multitasking skills, with the ability to manage competing priorities in a fast-paced environment. • Excellent communication and interpersonal skills, with a customer-focused approach. • Proficiency in Microsoft Office suite and familiarity with applicant tracking systems (ATS) or other recruitment software. • Attention to detail and a commitment to maintaining data accuracy and confidentiality. • Ability to work effectively both independently and as part of a team, with a 	<p>Use RAC competencies template</p> <p>Competencies</p> <p>Essential</p> <ul style="list-style-type: none"> • Building Relationships (3) • Continuous Improvement (3) • Customer Focus (3) • Developing Self and Others (3) • Judgement and Decision Making (2) • Team Working (3) <p>Values:</p>

<p>influencing RAC's performance and competitiveness in the market.</p> <p>Candidate Experience: Ensuring a positive and engaging experience for candidates throughout the recruitment process, which impacting RAC's employer brand and reputation.</p> <p>Team Collaboration: Working effectively within the recruitment team and collaborating with hiring managers and stakeholders to achieve recruitment goals and deliver quality hires.</p> <p>Stakeholder Relationships: Building and maintaining relationships with hiring managers, candidates, and external partners, fostering trust and collaboration to support recruitment efforts.</p> <p>Process Improvement: Contributing to the continuous improvement of recruitment processes and practices, driving efficiency, effectiveness, and innovation within the team.</p> <p>Compliance and Ethics: Upholding ethical standards and ensuring compliance with relevant laws, regulations, and company policies in all recruitment activities.</p> <p>Reports to:</p> <p>Resourcing Business Partner</p> <p>Relationships</p> <ul style="list-style-type: none"> • Internal: • All HR colleagues 	<p>Compliance and Best Practice: Stay informed about relevant employment legislation and recruitment best practices. Ensure compliance with legal requirements and company policies in all recruitment activities.</p>	<p>proactive and collaborative mindset.</p> <p>Qualifications/FSA:</p>	<p>Handle it Together</p> <p>I care about our impact on others and I do the right thing by acting with integrity and being fair. I share ideas and work across functions to achieve the best results for the business. I demonstrate the courage to positively challenge others</p> <p>Exceptional Service</p> <p>I keep the best interests of our Customers and Colleagues at the heart of everything I do. I go the extra mile to enhance our customer's experience, both internally and externally – delivering excellent results and service, every time. I understand the business strategy and make sure our work supports our goals.</p> <p>Raise the Bar</p> <p>I'm driven and ambitious to be the best I can be and always look for ways to improve. I challenge myself and others to do</p>
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<ul style="list-style-type: none"> • Hiring Managers and associated business stakeholders • Recruitment colleagues <p>External:</p> <p>Third party partners, vendors and suppliers, (including recruitment agencies, recruitment advertising providers, jobs boards and applicant tracking system provider).</p>			<p>better every time and set stretching targets.</p> <p>I never stop learning – actively seeking ideas and opinions from other people, learning from my mistakes and sharing my learnings with other</p> <p>Own It</p> <p>I lead by example – I do what I say I will and take ownership of issues and solutions. I'm trusted to be part of the solution and achieve the right outcomes for Customers and Colleagues. I'm passionate and committed to positive difference</p>
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