

<b>Role:</b>	Internal ICT Recruiter
<b>Department:</b>	Human Resources
<b>Salary:</b>	From £25,600 per annum
<b>Responsible to:</b>	HR Manager / HR Delivery Manager

### Job Purpose:

Responsible for providing a cost effective and efficient recruitment service for internal customers with specific responsibility for ICT recruitment. Working in close partnership with recruitment managers and departmental heads to identify current and future recruitment needs, along with the management of the end-to-end recruitment process from sourcing through to onboarding.

### Main duties and responsibilities:

- i. Create and maintain excellent working relationships with both internal and external key stakeholders.
- ii. Work in close partnership with hiring managers to develop and maintain in-depth knowledge of the ICT function and job roles to successfully source and onboard candidates to the business.
- iii. Responsible for determining and advising the best recruitment methods and resources in line with role requirements, budget, and market sources.
- iv. Advertise career opportunities using a range of mediums, to include our internal recruitment tool, online job boards, social media channels and relevant marketing activities.
- v. Proactively source candidates through available channels and build excellent rapport with candidates to ensure a seamless onboarding experience.
- vi. Pre-screen applications, shortlist and longlist in accordance with predefined and agreed criteria.
- vii. Produce monthly reports for the HR team on a range of recruitment and onboarding metrics together with the identification of potential vacancies based on analysis of turnover and retention forecasts.

- viii. Create and regularly update job descriptions / person specifications for roles across the business, in line with employee brand.
- ix. Recruitment expert for all ICT roles, advising managers on best fit job titles and job descriptions as well as job market salary and candidate market information.
- x. Collate and maintain a database of contractors and immediately available staff to create a 'virtual bench' to ensure services can always be delivered when required, as well as keeping an up-to-date knowledge of IR35 legislation.
- xi. Create innovative and engaging campaigns to attract ICT talent to Cantium's talent pool and actively manage the talent pool, updating and removing candidates as and when required.
- xii. Organise and facilitate recruitment events including interviews, selection centres, aptitude and other testing.
- xiii. Provide recruitment advice and expertise to key personnel and managers across the business.
- xiv. Provide recruitment best practice coaching training and mentoring recruiting managers and colleagues as required.
- xv. Providing a high level of customer service to prospective employees and candidates using a range of communication methods.
- xvi. Administrative, recruitment and onboarding tasks as required.
- xvii. Any other duties consistent in nature with those outlined above.

## Corporate Responsibilities

All senior executives and heads of service have an explicit responsibility to support the company in the delivery of its business plan. Providing support and guidance for its workforce and being a strong advocate of the company's people strategy.

## Description of Business

The company is dynamic and agile and is built on a service culture based on 4 key principles;

- Fast
- Connected
- Insight Driven
- Customer-Led

The business model and people strategy build on these principles and reinforce the company's reputation for delivering high quality back office services to its customers.

## Person Specification

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<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent to include English and Maths.</li> <li>• Level 3 Certificate in Principles of Internal Recruitment and/or relevant industry experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in an internal recruitment function, or ICT related agency.</li> <li>• Demonstrated experience of creating engaging and innovative recruitment campaigns for both individual roles and large-scale recruitment.</li> <li>• Experience of using applicant tracking systems, as well as advertising on a broad range of jobs boards.</li> <li>• Experience of sourcing and actively engaging with potential suitable applicants.</li> <li>• Experienced of managing the recruitments and expectations of multiple stakeholders.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to communicate effectively with a diverse range of internal and external stakeholders.</li> <li>• Excellent time management and organisational skills.</li> <li>• Experienced recruiter and interviewer.</li> <li>• Ability to build excellent rapport with recruiting managers to understand the key requirements and skills required for the role.</li> <li>• Excellent attention to detail with the ability to manager often complex projects and campaigns.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of recruitment campaigns and maximising exposure to attract good quality candidates.</li> <li>• Solid understanding of the end-to-end recruitment cycle.</li> <li>• Working knowledge of IR35 legislation.</li> <li>• Good understanding of right to work checks and immigration laws.</li> </ul>