



Resourcing Coordinator

Job description and person specification

Accountable to: Resourcing Manager

Purpose of the role

Dimensions Resourcing departments focus is to provide the organisation with a proactive, strategic, credible, best practice resourcing service. By working in partnership with business areas to support Dimensions brand and values, placing Dimensions as an employer of choice, developing a talent pool of permanent and relief (temporary) staffing whilst offering an exceptional candidate experience.

The role of a Resourcing Coordinator is to provide a professional, consultative and pro- active recruitment service to hiring managers and candidates throughout the recruitment process whilst achieving time-to-hire and vacancy level targets

Core duties

- Process all offer and on-boarding paperwork and clearances, including; issuing offer letters, contracts and e- learning login details, processing security clearance applications, reference and health clearances, new starter forms and P46s for applicants
- Communicating effectively and confidently at all levels, over the phone, face to face and in writing, offering support and guidance throughout the recruitment process externally and internally
- Review, amend and authorise recruitment adverts to ensure they are legal and non- discriminate and appeal to the target market, contain no grammatical errors and are in line with company branding
- Provide advice to hiring managers regarding advertising methods; coordinate advertising campaigns where necessary
- In conjunction with Internal Resourcing Consultants; provide a pro-active resourcing service to hiring managers by monitoring applicant levels for open vacancies and conducting CV searches where necessary
- Work towards and support the department in achieving KPI's including time-to- hire and agency spend targets

- In conjunction with Internal Resourcing Consultants, continuously monitor vacancy levels within your region to ensure an appropriate level of support is maintained
- Continually monitor recruitment practice for compliance with legal requirements and Dimensions' Standards, escalating any concerns as appropriate
- Maintain awareness of current regional relief worker levels versus agency usage within regions and provide support to recruit suitable and sustainable levels of relief workers which allow services to run effectively without the need for agency workers
- Where required, travel to Regional locations to support recruitment activities
- Support hiring managers to use the candidate management system effectively, coaching individuals as necessary
- Maintain the candidate management system in line with organisational changes, adding new users, locations and posts etc. as appropriate, to enable responsive and effective recruitment
- Develop professional relationships with Locality Managers, Assistant Locality Managers and Internal Resourcing Consultants in order to gain a thorough understanding of their services needs for relief staffing in order to best match relief workers to their services and the people we support, as well as understanding recruitment needs
- Develop professional relationships with Dimensions relief workers, offering support, advice and guidance where required on Dimensions policies, procedures and standards in the absence of a line manager. Encouraging them to utilize DTMS to relay their availability for work, understanding their needs and capabilities, introducing them to Locality Managers and facilitating shifts for them, resulting in a more engaged bank of relief workers.
- When required, work with HR, L&D and Operations teams within Dimensions on matters related to Resourcing.

In addition to the above, a Resourcing Coordinator is expected to:

- Act as a comprehensive support function to the Resourcing department for ad- hoc tasks and future organisational projects
- Undertake other duties from time to time as required by the Resourcing Manager or Head of Resourcing
- Maintain applicant/employee confidentiality in accordance with our data protection policy and procedure

- Work on an agile basis between your home and the Company's offices and/or any other locations as is reasonably required

Please note:

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

Qualifications		
Educated to a minimum of GCSE's level or equivalent	Essential	Shortlisting
Full clean driving license	Desirable	Shortlisting
Experience		
Previous experienced gained within a HR or recruitment environment	Essential	Shortlisting/ Interview
Experience of working within a customer focused environment, whether externally or internally	Essential	Shortlisting/ Interview
Experience of working to targets / deadlines	Essential	Shortlisting/ Interview
Experience of working to HR policies and procedures	Desirable	Shortlisting/ Interview
Skills		
Have a good grasp of CV searching, including Boolean searches	Essential	Interview

Be able to write adverts being mindful of candidate attraction and employment legislation	Essential	Interview
Have clear verbal and written communication skills	Essential	Shortlisting/ Interview
Be able to demonstrate excellent IT skills	Essential	Shortlisting/ Interview
Able to work well in a team environment	Essential	Interview
Able to work within well-structured processes	Essential	Interview
Ability to manage workload and prioritise effectively to meet deadlines	Essential	Interview
Work with accurate attention to detail	Essential	Interview
Ability to build effective relationships with key stakeholders inside and outside the organisation, at all levels	Essential	Interview
Listens effectively and uses sound judgment when responding to queries	Essential	Interview
Knowledge and understanding		
Sufficient understanding of relevant recruitment methodologies and employment legislation to provide high quality and consistent information to managers	Essential	Interview
Attributes		
Sense of urgency / ability to work at a fast pace	Essential	Interview
Able to maintain confidentiality and professionalism	Essential	Interview
Is flexible and able to adapt to change	Essential	Interview
Target / results driven	Essential	Interview