# Job Profile

Job Title: Recruitment Consultant

Directorate: People & Performance

Reports To: Recruitment Manager

Matrix Reporting To: None

Disclosure Check Level: None

Date created/last reviewed: 20/05/2021

## Overall Role Purpose

## The Recruitment Consultant helps people with sight loss to live the life they choose by providing an expert business focussed resourcing service to managers, and collaborating closely with other teams across the business to deliver a coordinated people service, which supports the Organisational, Directorate and Team Strategy.

## Key Responsibilities

* Use expertise and knowledge to provide resourcing support to the Organisation including;
  + Provide support and guidance to managers with recruitment campaigns ensuring they are compliant with Guide Dogs processes
  + Respond to complex recruitment enquiries; internal and external
  + Conduct market research and use experience and skills to proactively advise on targeted advertising and sourcing of candidates for specific roles
  + Writing captivating job adverts and social media posts
  + Oversee candidate pools to increase quality and diversity of applicants, and ensure a positive candidate experience
* Manage relationships with recruitment agencies
* Support with the recruitment of Support Provider and Specialist Professional level roles as required
* Promote Guide Dogs’ Employer Value Proposition
* Maintain recruitment filing in accordance with Data Protection Act
* Support the Resourcing Business Partner in developing, communicating and providing training on resourcing processes within the organisation.

## Breadth/Scope of Accountability

### People Accountability

Number of Direct Reports: None

Number of Indirect Reports: None

Number of Volunteers Supervised: None

### Financial Accountability

Annual Income Accountability: None

Assets Managed: None

Budget Accountability: None

# Application of this Job Profile

All employees are required to carry out other such duties as may reasonably be required to fulfil their role and support functional and organisational objectives.

All employees must also:

* Comply with all organisational policies
* Promote the vision and values of the organisation
* Engage in continuous personal development

This job profile is accurate as at the date shown above. It does not form part of contractual terms and may be varied to reflect or anticipate changes to the role.

# Working at Guide Dogs

As well as other services to enhance the lives of people who are blind and partially sighted, we breed and train guide dogs. Staff and volunteers in all our locations support this work. Therefore, all employees must be comfortable working in environments where dogs may be present.

Guide Dogs is a volunteer-involving organisation and as such all staff are required to support volunteers in their roles. This may or may not mean the direct supervision of volunteers but will require all staff to play a supporting role. From time to time you may be asked to support / volunteer your time at Guide Dogs events that take place outside of normal working hours. All employees will be expected to advocate for Guide Dogs at all times and be a fundraiser.

Guide Dogs is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

Guide Dogs will require proof of identity and the right to work in the UK.

# Person Specification

## Education/Qualifications

#### Desirable

* CIPD qualification or equivalent

## Job-Related Experience

#### Essential

* Proven experience of supporting high-volume recruitment, as part of an internal recruitment team or agency, both through direct channels and the use of third-party agencies
* Demonstrable experience of working in a varied role involving extensive customer/client contact to achieve effective outcomes
* Experience and knowledge of social media channels either on a work or personal level
* Demonstrable experience of using an online recruitment candidate management system
* Proven experience and demonstrable understanding of pre-employment checks, including Right to Work
* Demonstrable track record of achievement related to diversity and training delivery.
* Demonstratable experience of researching & creating recruitment marketing & social media campaigns

#### Desirable

* Working knowledge and experience of using social media channels for vacancy advertising, candidate sourcing and networking
* Experience and knowledge of managing a Skilled Worker sponsorship licence.

## Knowledge

#### Essential

* Demonstrable and current knowledge of Data Protection Act 2018, recruitment best practice and legislation pertaining to recruitment
* Detailed working knowledge of Safeguarding legislation and of Safer Recruitment practices

## Skills and Competencies

#### Essential

* Advertising campaign and selection process design
* Demonstrable excellent communication skills in writing and verbally with persuasive and influencing skills
* Experience of, and able to, build strong relationships with people of all levels and backgrounds
* Proven ability to prioritise effectively under pressure and multi-task in a fast moving, and ever-changing environment
* Strong analytical, planning and organisation skills and attention to detail
* Excellent customer service skills
* IT literate and proficient in the use of all Microsoft Office packages
* Proven ability to make informed decisions and justify rationale behind them
* Excellent problem-solving skills
* Experience of managing recruitment using agencies

## Behaviours

Our behaviours capture the essence of what it is to be Guide Dogs people, whether staff or volunteer. They describe the experience we expect everyone – the people we support, donors, partners, our volunteers and staff – to have while working with us. Guide Dogs people are:

* **Person-centred** - We are a group of people working to help each person affected by sight loss. We listen, and recognise that every individual is different in where they’ve come from and where they’re going. We are open, empathetic and inclusive. We place the person at the centre of every decision.
* **Expert** - We are specialists in what we do. We are committed to excellence and will never stop innovating. We respect our history, but seek out ways to adapt and improve, and are always willing to learn.
* **Optimistic** - We are relentless in our belief that people with vision impairment can lead the life they choose. We are passionate about helping each person, committed to challenging barriers, and proud of who we are and what we achieve.

So, we: -

* **Partner** - We only change lives when we collaborate. We build valued relationships with donors. We work together with our service users and colleagues, volunteers and partners – and our dogs, of course – to deliver great outcomes. We support and develop each other.
* **Lead-by-example** - We can all be a guide. We take the lead and then hand it over, empowering people to make progress independently. We gain trust by having faith in others, and influence by example. We do what we say we will.
* **Engage** - We cannot change lives if we look on from the side-lines. We get involved, take ownership, and feel responsible for all we do, think and say. We celebrate wins big and small, and we hold ourselves and each other to account.

We use competency-based questioning within our recruitment processes to assess the extent to which candidates demonstrate these behaviours – in ways appropriate to this role – in how they are at work and generally as people.

## Safeguarding

If the role does or may involve working with children, young people or vulnerable adults, or supervising those that do, we’ll also be assessing ‘safeguarding competencies’ as part of the process. These are:

* Appropriate motivation to work with vulnerable groups;
* Emotional awareness;
* Working within professional boundaries and self-awareness; and
* Ability to safeguard and promote the welfare of children, young people and adults and protect from harm.

## Mobility

Possible travel within the UK, including occasional overnight stays.

**Job Group (internal use only)**

This role has been evaluated as a Specialist Professional, please [follow this link](https://guidedogs.sharepoint.com/:w:/g/EXRrucJgpPZHpBGAfu967AoBYTh1sPnexq9p1XwwWqA2wA?e=F8QLhP) to view the salary band.