

# ROLE PROFILE

<b>Role Profile</b>	
<b>Job Title</b>	Internal Recruitment Consultant
<b>Department</b>	Workforce & Brand
<b>Reports to (Job Title)</b>	Chief People & Culture Officer
<b>Location</b>	Hybrid Working – Remote & Office requirements
<b>Job Purpose</b>	<p>You will own our recruitment strategy ensuring we have a strong pipeline of experienced candidates ready to fill our current and future roles. Building a network of exceptional people to access the best talent within our industry. Building and maintain strong relationships with both active and passive potential new hires will be key to your success.</p> <p>You will help us build a strong employer brand and ensure we provide a positive candidate experience.</p>
<b>Key Competencies and Output</b>	<p>Planning, developing and implementing an effective recruitment strategy.</p> <p>Collaborate with hiring managers to understand the requirements of the role and support in writing a compelling job advert for current openings</p> <p>Advertise job openings on careers pages, job boards and social networks (e.g. LinkedIn)</p> <p>Conducting an executive search to source passive and active candidates through online channels (e.g. professional networks and portfolio sites)</p> <p>Marketing our employer brand to passive candidates to build pipeline of top talent.</p> <p>Building a professional network to identify potential candidates.</p> <p>Review applications and update candidates on hiring processes.</p> <p>Supporting Hiring Managers with Interview process and administration</p> <p>Organising and Interviewing candidates during various hiring stages, including phone, first-round and second-round interviews</p> <p>Provide interview feedback, when necessary and appropriate</p> <p>Report to hiring managers and HR managers on the status of open positions</p> <p>Analyse turnover and retention rates to forecast hiring needs</p> <p>Reviewing job descriptions (e.g. add tasks or modify requirements)</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
<b>Experience, Knowledge, Skills and Qualifications</b>	<p>Proven work experience as an Agency or Internal Recruiter with a track record for sourcing and filling technical roles</p> <p>Experience of the full 360 recruitment cycle</p> <p>Proven network of exceptional people and experience of passive candidate pipeline generation.</p> <p>Proactive in your approach, with proven skills within direct sourcing through a variety of channels, including Headhunting, LinkedIn and social media.</p>

	<p>Organising a variety of interview formats including skills assessment centres (e.g. job simulation activities, work samples,</p> <p>Familiarity with Applicant Tracking Systems and databases</p> <p>Enthusiastic, positive and determined</p> <p>High level of emotional intelligence, self-awareness and resilience</p> <p>Articulate and confident</p> <p>Flexibility to meet the changing needs of a growing and dynamic organisation</p> <p>Good knowledge of labour market legislation</p> <p>Excellent verbal and written communication skills</p>
<p><b>Corporate Standards</b></p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>