

Recruitment Business Partner

OVERALL OBJECTIVE:

As one of our Recruitment Business Partners (RBP) you will take full responsibility for the end-to-end recruitment life-cycle for a number of designated business areas/functions, with a strong focus on multi-channel direct candidate sourcing, process management and client relationship management/development.

RESPONSIBILITIES:

The key elements of your role will include:

- Working as a key member of an onsite account team to achieve the agreed hiring and service delivery targets, as defined in the SLA of our RPO contract
- Delivering on your KPI's and recruitment metrics
- Building strong and productive working relationships with hiring managers, the HR team and other key stakeholders
- Managing each newly approved vacancy through the agreed recruitment process – typically including an initial hiring manager briefing meeting; agreeing the talent sourcing strategy; providing 'benchmark CV's; attracting and engaging with potential candidates; pre-qualifying all potentially suitable candidates; presenting recommendations to the hiring manager; taking the candidates and the hiring manager through the selection and assessment process; managing the offer discussions and securing the successful candidate's acceptance
- Utilising the full range of talent sourcing tools – including business and social networking sites; direct approaches/headhunting; advertising; job-board/online databases; personal, WilsonHCG and client networks; referrals and recommendations – to deliver quality shortlists to your hiring managers
- Working closely with HR to ensure all offer paperwork is presented to successful candidates in a correct and timely manner; supporting the reference and background checking process as required; maintaining a close dialogue with the candidate during their resignation process and until they have been successfully on-boarded
- Providing the requisite level of support to your designated hiring managers, including coaching them on the selection and assessment process, participating in interviews etc, with the objective of achieving a high level of HM satisfaction – which will be surveyed regularly
- Managing internal applicants through the process, as required, in line with the 'internal mobility' objectives agreed with your account
- Engaging proactively with 'passive' candidates and developing talent pools/networks, ahead of vacancy requisitions, to help improve the 'time to hire'
- Logging and tracking all recruiting-related activity on the ATS/ recruitment system (either the client's or WilsonHCG's)
- Providing full recruitment process management support and dealing with all applicants and potential applicants in a professional and efficient manner to ensure a positive 'candidate experience', which will be surveyed on an on-going basis
- Producing reports and data as required by your Account Manager, HR and/or hiring managers
- Contributing fully to account review and account planning sessions
- Working closely with all members of the onsite account team (single or multi-site based), to ensure a seamless process and that the collective knowledge, experience and expertise of the team is maximised to the client and WilsonHCG's benefit.



Working for WilsonHCG.



WilsonHCG is a top global recruitment process outsourcing (RPO) and human capital consulting provider that operates on the principle of providing true partnership to our clients. Creating scalable and customisable human capital solutions, we are revolutionising the recruitment process and bringing innovation to the industry. Founded in 2002, the company's global headquarters is located in Tampa, Florida, and the EMEA headquarters is located in London. We have additional offices in Manchester, New York City, Sydney and Toronto, and employees located all around the world.

Better People, Better Business.®

In 2014, CPH merged with WilsonHCG to transform global RPO and increase each company's geographic presence. The combined company now delivers services across five continents and more than 25 countries.

WHY WORK FOR WILSONHCG?

Our people define us. Talent is our business, so we know it's the people who make the difference. We strive to create an energetic and collaborative work environment to cultivate growth and innovation because that's what leads to happy employees, and a strong, successful company. At WilsonHCG, you're more than an employee –you're a contributor.

WilsonHCG is proud to earn prestigious industry accolades and receive recognition for our accomplishments. We have been ranked among the top RPOs on *HRO Today's* "Baker's Dozen" list for the past four years. Additionally, we've been honoured with Glassdoor's Employees' Choice Award which recognises 2015's best places to work. WilsonHCG also received the 2014 In-House Recruitment Award for Best Candidate Experience. This award recognises outstanding service and care for candidates as an integral part of the hiring process.



WILSONHCG EMPLOYMENT BENEFITS

WilsonHCG offers its employees an attractive package, including private healthcare and pension schemes, which employees are invited to participate in after six months of service. Our salaries are very competitive, and employees participate in personal and company performance-related bonus schemes. Our employees enjoy additional benefits including childcare voucher schemes, birthday gift vouchers, new client and employee referral bonus schemes and financial support for further education and personal development.

WilsonHCG is an equal opportunity/affirmation action employer. M/F/D/V




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