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| **Job Title:** | **Senior Recruiter** |
| **Reports To:** | **Head of Recruitment** |

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| **Job Summary:** | As our Senior Recruiter, you’ll be at the heart of our mission to attract and retain top talent. You’ll work closely with our Senior Operational Team and Heads of Functions, building strong relationships and delivering a recruitment experience that’s second to none. |

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| **Role Responsibilities:** |
| * Understanding the unique needs of each role and tailoring attraction strategies to build strong candidate pipelines
* Proactively sourcing high-calibre candidates using a variety of tools and techniques
* Screening candidates to ensure a great fit – for them and for us – while showcasing why Avery is a fantastic place to work
* Coordinating interviews, providing feedback, and ensuring a fair, consistent, and positive recruitment journey for all
* Provide regular updates/reports to your Hiring Managers with progress of each role
* Updating the Head of Recruitment on each role, it’s pipeline, successes and challenges
* Maintaining accurate notes and actions on the ATS
* Collaborating with the wider recruitment team to utilise candidates for the best fit to roles across the business
* Managing vacancies and applications efficiently to provide an excellent candidate journey for all and ensuring time-to-hire is managed effectively

**This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| Experience recruiting senior and support roles within the healthcare sector | Essential  | Application form/interview |
| Experienced in sourcing candidates using tools such as LinkedIn Recruiter and CV databases | Essential | Application form/interview |
| Knowledge of the UK’s Right to Work processes  | Desirable | Application form/interview |
| Experience of Applicant Tracking Systems | Essential | Application form/interview |
| **Knowledge/Skills & Abilities** |  |  |
| The ability to work as part of a team  | Essential | Application form/interview |
| To be performance driven | Essential | Application form/interview |
| The ability to build relationships with both candidate and Hiring Manager | Essential | Application form/interview |
| The ability to work in a fast-paced environment  | Essential | Application form/interview |
| The willingness to travel to our Northampton Support Office when required | Essential | Interview |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |