

Job Title: Recruitment Consultant
Responsible to: HR Manager

About the Role

We're looking for a proactive Recruitment Consultant to join our HR and Recruitment team. You'll be the sole recruiter and play a key role in attracting, engaging, and hiring great talent, working closely with hiring managers to deliver a high-quality, inclusive recruitment experience.

This is an end-to-end role, combining hands-on delivery with the opportunity to shape and continuously improve how we hire.

Key Responsibilities:

End-to-end recruitment

- Manage full recruitment lifecycle across a range of roles from advert, interview to offer stage.
- Work closely with our HR Officer to support the onboarding process
- Partner with hiring managers to define role requirements and hiring plans
- Develop sourcing strategies to attract high-quality and diverse candidates
- Ensure the recruitment process is fair, accessible and inclusive and making reasonable adjustments to support candidates throughout the process where needed.
- Deliver training and coaching to hiring managers and colleagues on recruitment best practices.

Stakeholder partnering

- Act as a trusted advisor to hiring managers, providing guidance on market insights, hiring approaches, and best practice
- Challenge and influence where needed to ensure effective and inclusive hiring decisions
- Work closely with agencies to support recruitment needs where appropriate

Candidate experience

- Deliver a positive, professional, and engaging candidate experience at every stage
- Ensure timely communication and feedback throughout the process

Sourcing & attraction

- Proactively source candidates through a variety of channels
- Support employer branding initiatives to strengthen the organisation's presence in the market
- Develop and deliver inclusive attraction strategies and proactively engaging underrepresented talent to improve diversity across the organisation.

Data & reporting

- Track and analyse monthly recruitment KPIs
- Use insights to improve processes and inform decision-making
- Management of ATS on PeopleHR system

Process improvement

- Identify opportunities to improve recruitment processes, tools, and ways of working
- Ensure efficient, compliant, and scalable hiring practices
- Regularly evaluate and evolve the recruitment process, using feedback from the Inclusion and Diversity Working Group to drive more inclusive and equitable hiring practices.

Skills & Experience

- Proven experience in an in recruitment role
- Strong stakeholder management and influencing skills
- Experience managing multiple roles and priorities simultaneously
- Solid sourcing capability, including proactive and direct approaches
- Good understanding of recruitment data and how to use it to drive improvements
- Strong communication and organisation skills
- Understanding of inclusive recruitment practices
- Excellent IT skills

What We're Looking For

- Collaborative and relationship-driven
- Commercially aware with a pragmatic, solutions-focused approach
- Passionate about delivering a great candidate experience
- Committed to inclusive hiring and diversity
- Resilient and adaptable in a fast-paced environment

The above are the key accountabilities as currently defined; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.