

**Department:** HR

**Job role overview:**

- Attract and recruit the best candidates to the vacancies and ensure the recruitment needs of the Company are met.
- Assist with supporting the immediate resourcing strategy and full recruitment process by following best practice recruitment.
- To partner with all stakeholders across Triumph.
- To ensure legal compliance and to assist with the continued development of Recruitment for a valued HR function.
- To provide accurate generalist Recruitment support to the Company.
- To drive recruitment projects alongside business objectives.

**Location:** Hinckley, Leicestershire

**Duties:**

- To support the Head of HR with the implementation of the Company's recruitment strategy, coming up with dynamic solutions to recruitment requirements and talent acquisition in line with business needs.
- Complete a full recruitment process by advertising and sourcing skilled candidates through to offers, including permanent, temporary, consultancy, and apprenticeship positions.
- Partner closely with hiring managers and key stakeholders to understand business objectives and talent requirements.
- Develop and implement best practice selection approaches through structured interviews and assessment tools to ensure alignment to Company values and behaviours.
- Have overall responsibility for the recruitment ATS system, ensuring the Recruitment Co-Ordinator is managing the system efficiently and effectively to support hiring managers and provide an excellent candidate experience.
- Coach and guide managers on best practice recruitment, escalating any queries to the Head of HR where needed.
- To assist Managers with interviews and interview formats where required e.g. assessment centres.
- To continually review the Company's recruitment, budgetary spend, using data and metrics to establish return on investment, and make recommendations to the Head of HR on cost efficiencies to be considered by the Company.
- To advise on and create a resourcing approach with each hiring manager for each open vacancy based on business need, establishing and agreeing the best approach to attract talent and following this through to hire.
- Ensure that the Recruitment Co-Ordinator is administering OPQ and ability assessments through SHL Talent Central in a timely manner, and to provide advice and guidance to hiring managers on test results if needed.
- Coach and guide managers on understanding an Occupational Personality Questionnaire (OPQ) and aligning it with our Company values.
- Own and manage the relationship with our third-party providers, including Reach, SHL, LinkedIn, etc.
- Own and manage early careers activities, including careers fairs for industrial placement and graduate recruitment. Booking and attending careers fairs and university visits in line with recruitment strategy.
- Responsibility for the Apprentice Levy and starting apprenticeships.
- Create, own and manage the recruitment strategy through use of multiple social medias platforms such as LinkedIn, to grow the Company brand in the labour market.
- Develop and expand on out LinkedIn presence, using data to measure page performance and correlation between page interactions and applications to open vacancies.
- Conduct thorough and targeted searches, through various recruitment methods, including LinkedIn direct sourcing, networking, and industry research, to identify and engage high calibre and highly specialised candidates, creating a talent pipeline and engaging candidates to apply for roles.
- Create recruitment metrics to report to senior management on a regular basis to provide an overview of recruitment activity.
- Be responsible for using data and analytics to drive continuous improvement in the end to end recruitment process.

- Monitor and analyse market trends, competitor intelligence, and compensation benchmarks to provide insights and recommendations to the leadership team.
- Highlighting and identifying recruitment trends.
- Own and manage monthly recruitment reporting to the Board of Directors.
- Own and manage agency partner relationships, identifying where a need is required and arranging briefing calls.
- Own and manage the agency PSL, identifying needs that may be required and identifying specialisms for areas in need of an agency.
- Own, manage and organise all Triumph recruitment events, such as recruitment evenings, company inductions, careers fairs etc.
- Own and manage the Triumph careers page and implement any required updates.
- To manage the on boarding process and ensure the best candidate experience.
- Have an awareness for contracts of employment to inform the Senior HR Advisors for any specialist terms.
- Build and maintain relationships with internal and external parties, including local schools and universities.
- Keep up to date on best practice recruitment and appropriate legislation.
- Any other ad-hoc duties as required by your manager.

	Essential	Desirable
<b>Qualifications and Attainments</b>	Educated to degree level or equivalent practical attainment.	BPS Level A and Level B
<b>Professional Experience and Skills</b>	<p>Proficient in Microsoft Packages including Excel, Word and Outlook.</p> <p>Previous significant agency or in-house recruitment experience of end-to-end recruitment. Previous experience of working with an ATS.</p> <p>Strong understanding of recruiting methodologies, technologies and best practices.</p> <p>Previous demonstrated experience of recruiting varied and specialist roles.</p> <p>Excellent interpersonal, communication and influential skills in order to build strong working relationships.</p> <p>Direct candidate resourcing experience and demonstrated methods.</p> <p>Good with data and able to translate into recommendations and tangible actions.</p> <p>Awareness of confidentiality and data processing. Experience of data tracking and reporting.</p> <p>Awareness of employment law in relation to recruitment.</p>	Previous experience of working within an automotive /manufacturing environment.
<b>Personality and Motivation</b>	<p>Accurate and detailed. Self-motivated and resilient.</p> <p>Able to work alone and as part of a team.</p> <p>Flexible and adaptable.</p> <p>Able to take instruction and work calmly under pressure.</p> <p>Excellent communication skills, clear and concise written and verbal skills.</p> <p>Competent planning and organisation skills to strict deadlines.</p> <p>Ability to work effectively on a variety of tasks daily.</p> <p>Able to work with stakeholders at all levels.</p>	

<b>Appearance and Characteristics Circumstances</b>	Well presented.	
	Full UK driving licence or ability to travel for careers fairs. Able to be flexible over working hours.	