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| **Secure Trust Bank C:\Users\wilsonj\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KO37RZHB\STB_logo_UPDATED_strapline_WHITE.pngRecruitment Lead, Operations**  |
| **Job Title**: Recruitment Lead, Operations **Business**: Secure Trust Banking Group **Grade Level**: Job level 4 **Reporting** **To**: Group Resourcing Manager **Location**: Solihull or Cardiff  |
| Our customers are at the heart of everything we do, but we can’t achieve our customer focused strategy without the right people in our team. At Secure Trust Bank, we know that people are our biggest investment, which is why a career with us is not just a job. It’s the chance to be part of something bigger, to add real value to the Bank and help us constantly improve, in order to achieve our ambition of becoming the best bank in Britain. We believe in giving our staff autonomy, with initiative and exceptional performance recognised through a variety of individual and team awards and incentives. All our employees have a tangible impact on the Group’s core values, and we are looking for candidates who are enthusiastic, proactive and enjoy working in a fast paced environment. So join us as we strive to Grow, Sustain and Love the way we work. |
| **Job Description** | ***Job Purpose***To provide comprehensive, effective, efficient recruitment support to key stakeholders in our operations functions departments, attracting and engaging outstanding talent in our contact centres across the Group. This is a high volume role where the ability and willingness to multi-task is essential. ***Key Responsibilities**** Work with key stakeholders to deliver the recruitment process from initial request through to offer.
* Coordinate the high and volume recruitment process by:-
	+ - Planning and management of volume recruitment activity across key operational areas
		- Ensuring appropriate screening and candidate management processes are in place
		- Maintaining candidate records/database
* Identifying and delivering efficiencies in the end to end process including use of emerging technologies, autimation and selection tools.
* Promotion and utilisation of internal talent pool, ensuring opportunities for development are clearly communicated.
* Direct sourcing of candidates via multiple souces, channels and media.
* Where agreed, working with recruitment agencies to source and manage candidates ensuring strong recruitment agency relationships.
* Woring with internal support functions to devise and develop recruitment marketing to increase company profile, maximising every opportunity to communicate our employer value proposition and make us 'an employer of choice'.
* Production of reports and HR Management Information for Group Resourcing Manager, HR Director and other team members when required.
* Support the delivery of Group HR Objectives and projects as outlined in the HR plan.
* Attend regulatory and legal updates hosted by external recruiters, law firms and the CIPD.
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| **Specification** | ***Knowledge/Experience**** Previous experience in a volume resourcing role, preferably internal although RPO will be considered
* Ability to build rapport with candidates and stakeholders alike
* Experience of working within a target driven environment advantageous
* Financial services experience desirable but not essential
* Profiecient use of Microsoft Office applications
* Close attention to detail

***Qualifications***1. CIPD qualification advantageous
2. GCSE (or equivalent) Maths and English.
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| **Date for next annual review of role profile:** |