

Job Description: Resourcing Advisor

Function:	Central HR
Position:	Resourcing Advisor
Global Grade (Legacy Band)	K2 (Band A)
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Ryan Candy, Resourcing Partner
Additional reporting line to:	Rachel Jones, Director of Talent Acquisition & Deployment
Position location:	Aberdeen

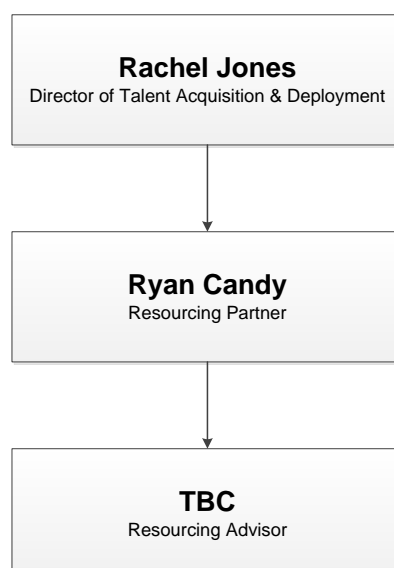
1. Purpose of the Job

- To provide excellence in supporting end-to-end resourcing practice, helping to promote Sodexo as an employer of choice.
- The role holder needs to balance the needs of candidate quality, speed of fulfilment and the cost of resourcing.
- To support the Resourcing Partner in delivery of the resourcing service to the business segment.

2. Dimensions

Revenue FY18: N/A	€N/A	EBIT growth:	N/A	Growth type:	N/A	Outsourcing rate:	N/A	Region Workforce	2,000
		EBIT margin:	N/A			Outsourcing growth rate:	N/A	HR in Region	N/A
		Net income growth:	N/A						
		Cash conversion:	N/A						
Characteristics		<ul style="list-style-type: none">▪ Support resourcing & talent service delivery to c2,000 employees (FY18) with along with 1 x Resourcing Partner▪ Influence over discretionary agency spend							

3. Organisation chart



4. Context and main issues

- Supporting the Resourcing Partner in resourcing service delivery
- Managing and end-to-end resourcing process
- Acquiring quality candidates through direct sourcing
- Challenging and influencing of business managers and senior leaders thinking and decision making
- Ad-hoc continuous improvement projects

5. Main assignments

- Supporting sourcing of candidates for administration level/frontline roles
- Help to develop and deliver brand and attraction interventions, ensuring best-in class recruitment communication materials, a compelling online presence, high quality collateral for recruitment fairs, engagement of relevant third parties to support brand-building and attraction
- Deliver against KPIs of quality, time, cost, sourcing mix and candidate/line manager experience, each routinely tracked and reported against.
- For roles within own portfolio, engage with segment HR Business Partners to hiring forecasts and support planning and, prioritisation of resourcing needs on a short, medium and long-term basis.
- Partner with hiring managers to ensure that for any front line and unit manager/administration vacancy (or cluster of vacancies) there is a robust planning process which captures the need, the sourcing plan, selection approach and clarifies the roles of key parties during the recruitment and selection process.
- Work with the Resourcing Partner to provide specialist advice and guidance to managers on the most appropriate selection and testing methods available for a role, assisting with the sourcing, development or creation of specialist exercises or tests where required and the ongoing development and contribution towards a Company suite of selection tools.
- Support and/or lead the co-ordination of segment campaigns and recruitment drives for own portfolio, working alongside the hiring managers or HR Business Partners – examples include ongoing management of Prison Officer campaigns, as well as other one-off campaigns.
- Provide fair and objective feedback to candidates who request further information on their performance during the selection process.
- Ensure the effective utilisation of the ATS and social media in order to build a bank of talent.
- Accountable for briefing 3rd parties on roles and ensuring Sodexo receives a high-quality service from them.
- Be a true Brand Ambassador, by promoting Sodexo's Social media presence, through activity and engaging managers use of these tools
- Utilise and engage hiring managers and existing employees to promote Sodexo as an employer of choice.
- Work with Central Advisory Teams and other PeopleCentre teams to ensure value is created from HR processes that cut across different teams (e.g. talent deployment, succession planning) and that processes and hand-offs are seamless.

6. Accountabilities

- **Candidate quality** – influenced by a variety of means, including the development of a rich pipeline of talented would-be employees, effective resourcing campaigns that pinpoint the needs of the role and the hiring manager, the judicious use of valid selection methods and (when supporting assessments directly) applying skill and judgement in supporting the hiring decision
- **Sourcing mix** – continuing to reduce our reliance on 3rd parties and increase our direct sourcing capability through a variety of means and channels
- **Cost per hire** – achieved through excellence and creativity in sourcing and the development of a pipeline of talent relevant to the job families supported
- **Efficiency** – of recruitment practices, particularly the end-to-end recruitment process measured via time to offer
- **Data** – Ensure all data via the ATS is up to date, relevant

- **Continuous Improvement** – contributing ideas and practices in improving the overall service.
- **Quality of candidate and hiring manager experience** – measured through survey data
- **Capability improvement** – particularly in line management capability to manage ‘downstream’ recruitment activities from shortlisting through to selection
- **Process Compliance** – ensuring that internal controls and the UK & Ireland Resourcing Policy are well adhered to, including recruitment authorisation, PSL compliance and compliance with financial processes (e.g. vendor invoices)
- All tasks and interactions related to delivering the service are completed according to the principles & practice detailed within the Information Security Policy and any other additional security requirements for specific customer groups.

7. Person Specification

- Able to demonstrate some hands-on experience of what excellence looks like in the end-to-end resourcing process, as well as a demonstrable track record of delivery to evidence that comprehension
- **Sourcing** – must be able to demonstrate understanding and track record in utilising creative and effective ways of sourcing quality candidates directly, as well as the confidence, organisation and interpersonal skill to be able to approach passive candidates for roles in Sodexo. Will have some experience of utilising social recruiting tools and the ATS optimally for sourcing.
- **Personal Organisation** – needs to be highly organised and disciplined in managing workload and the end-to-end resourcing process, including utilising technology (particularly Applicant Tracking Systems, scheduling tools and online) for efficiency, as well as using lean processes and methods – i.e. rigorous campaign planning and contracting with hiring managers, up-front scheduling, educating hiring managers to become increasingly self sufficient
- **Demand Management** – must be organised and disciplined in engaging with the business to identify future resourcing needs and demonstrate value-add through identifying ways that resourcing can build capability through developing a pipeline of talent. This requires the ability to consult and plan as well thinks ahead.
- Some hands-on experience with different **selection and assessment** techniques, able to select appropriate methods in their use to assist both the candidate experience and the quality of hires
- Skills and experience in **process improvement** – has a proven ability to find leaner, more effective and efficient ways for resourcing to add value to the business
- **Influencing and facilitation skills** – willing to build own influencing skills to be able to relate effectively to a large and diverse community of hiring managers, to understand their needs and be flexible and responsive to them, yet at the same time resilient and assured in communicating best practice, applying expertise and following company policies and procedures
- **Commercial Understanding** – Able to demonstrate why the activities are important to the business and why they make a difference
- **Customer Focus** – Able to demonstrate an understanding of customer need and focus

8. Competencies

- Focusing on the client & consumer
- Delivering stretched results
- Building people competitiveness
- Intellectual agility & eagerness to learn
- Personal & influencing skills
- Ability to drive change
- Business consulting
- Commercial awareness
- Innovative HR service delivery
- Workforce planning & talent management

9. Management Approval

Version	1.0	Date	November 2018
Document Owner	Ryan Candy		

10. Employee Approval

Name		Date	
Signed			