**Job Title: Recruitment Advisor**

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| **Role Purpose (position scope)** |
| As the Recruitment Advisor you will work closely with the Recruitment Team Manager, Recruitment Team and HR Team, supporting them in responding to recruitment needs across the business. You will also take responsibility for arranging interviews and the process from accepted verbal offer through to onboarding. You will be expected to deliver an outstanding candidate and hiring manager experience.  You will adopt a proactive, creative and innovative approach to sourcing the best candidates, attracting candidates via a number of different routes, including the use of Advertising (Draken Careers, LinkedIn, various preferred Job Boards) Networking, Headhunting and through referrals.  You will need to build positive relationships across the whole organisation to gain a good understanding of the organisation’s differing and sometimes complex recruitment needs and requirements.  You will support the team in ensuring maintenance of all personnel information in accordance with the General Data Protection Regulations. ITAR and the Freedom of Information Act. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Recruitment Team Manager | Carrie Joy (VP of HR) | N/A | Carrie Joy (VP of HR) |

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| **Key Responsibilities** |
| ***Recruitment Activities will include:***   * Drive recruitment activity and liaise with external candidates through advertising, direct sourcing activity, screening and interviewing prospective employees as well as managing the overall candidate experience. * Proactively go to market, via multiple sourcing channels, with a view to sourcing the best possible talent to expand our teams. * Use your market knowledge and best practice to ensure that all roles are sourced effectively. * Positioning the firm as an employer of choice whilst conducting candidate screening and interviewing prospective candidates. * Manage temporary and permanent vacancies across diverse levels and skills sets, ensuring that priorities are identified and met. * Maintain positive stakeholder engagement to develop bespoke recruitment strategies. * Liaising with preferred agencies where necessary to support in niche vacancies. * Ensure that any contractual terms, allowances and other terms and conditions are applied uniformly and consistently, seeking support and advice from the HR team as necessary. * Lead on advertising, shortlisting, interviewing and negotiations with successful candidates in line with budget parameters. * Support the recruitment & onboarding co-ordinator with onboarding of new starters, including providing guidance and support to meet local visa and right to work statutory requirements. * Working with the recruitment team manager to support Draken’s Apprentice Programmes. * Actively promote the Company as an employer of choice and enabler of the Equality, Diversity and Inclusion Activities. |

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| **Core Requirements and Competencies** |
| * An experienced recruiter with a proven track record in direct sourcing and interviewing, ideally with experience of operating in at least one of the following sectors: Aviation, Defence, Engineering or Technology * Experience in sourcing candidates across multiple channels and understand how to attract and pipeline the best talent. * Experience of advertising and sourcing using leading and niche job boards such as Indeed and Linkedin. * Current experience and strong knowledge of recruitment and selection processes in the UK and preferably international. * Highly proficient in the use of MS Office. * Team player – must be willing to ‘lean in’ and support the HR and recruitment teams. * Strong attention to detail, low error rates and the ability to work to deadlines. * Excellent communication and relationship building skills. * Ability to maintain confidentiality and exercise extreme discretion at all times. * Ability to work effectively with a diverse range of people. * Strong organisational skills and the ability to work independently and in a fast-paced environment. * Ability to handle and prioritise multiple tasks. |

Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_