SENIOR RECRUITER – Tech

MANAGED RECRUITMENT

Hiring Manager: Mike Chapman

If you'd like to have a confidential conversation about this role, please email michael.chapman@penna.com

Penna

ABOUT THE ROLE

Brief

- We're Penna. We help our clients **find, excite** and **secure** the right talent.
- As specialists, we know how tricky all of this can be, which is where our Managed Recruitment team comes in.
- With significant experience in recruitment, candidate engagement and building strong relationships you'll support our Penna and Stafford Long brands. Just like us, you'll always be focused on providing the right solution. With this mindset, you'll create valued relationships with our parent brand – Adecco, managers, and individuals, develop our MR team and enhance our reputation.
- And in return, you'll work with a friendly, supportive team and enjoy all the benefits you'd expect from an organisation with a global network.

Role Purpose

- Leading on Client Engagement, solutioning, sourcing and candidate engagement on an exclusive RPO Contract within the Technical/IT Disciplines
- Lead on brief taking from our client and control the process end to end
- Advertising and selecting candidates from responses
- Sourcing and researching candidates directly from online job boards.
- Utilising LinkedIn network to source and target suitable candidates.
- Screening CV's and candidates to specific given criteria.
- Benchmarking candidates to highlight quality/suitability differences.
- Communicating with clients and candidates at all stages of the recruitment process in a professional, tactful, confidential and efficient manner.

WHAT YOU'LL DO

Operational Activity

- To undertake all day-to-day Resourcing activities to respond to client requests, providing cost-effective, innovative solutions in line with Service Level Agreements.
- Gain a thorough understanding of client's requirements within Corporate Services. Research in a thorough manner using different methodologies to ensure as many suitable candidates are captured as possible.
- Ensure data capture for all projects is accurate and up-to-date at all times, personally managing e-mail, online and telephone enquiries as dictated by workloads
- Ensure correspondence to candidates is timely, accurate and appropriate.
- Forward candidate details, with screening/interview notes to appropriate recipient.
- Oversee the candidate management process to ensure candidates are managed in a fair and honest manner, in accordance with all legislation and best practice guidelines.
- Work with junior recruiters and sourcers to deliver on requirements
- Develop and maintain positive relationships with candidates.
- Produce Management Information.

Knowledge Management

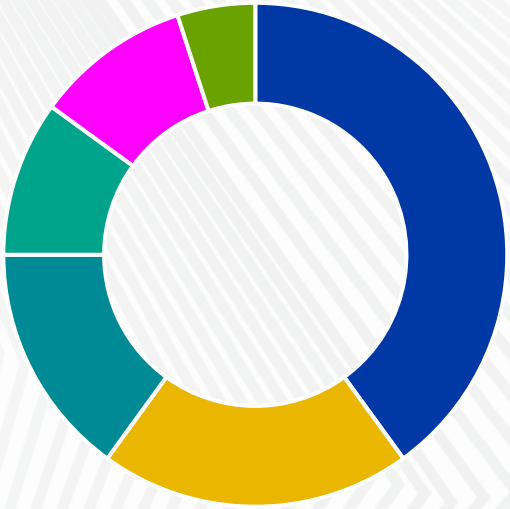
- Maintain an up to date knowledge of the resourcing strategy for your client.
- Maintain an up to date knowledge of the wider resourcing strategy for your client.
- Ensure you are aware of all IT programmes and packages required by your client.

Team Working

- Be an active team member, positively contributing to the smooth running of the team and contract.
- Participate in a constructive and positive manner, making an honest contribution while being sensitive to the emotions of others.
- Strive to build positive relationships with colleagues that will help them support you in the delivery of client solutions.

WHAT YOU'LL DO

A typical week might be



- Candidate sourcing
- Telephone interviewing
- Client Engagement
- Internal relationship management
- Database management
- Learning and development

KEY RELATIONSHIPS

PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Resourcing Delivery Manager	Direct line manager
Consultants, RSSP Team	Work in partnership
Candidates and clients	Proactively manage relationships and provide services

PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

Essential Experience/Skills:

- The suitable candidate will have previous Technical/IT recruitment experience.
  E.g. Project Managers, System Architects, Software Engineers, Cyber
- The suitable candidate will have experience in direct sourcing of candidates using online job boards, databases and LinkedIn.
- They will also have experience using applicant tracking systems, and candidate management.
- Experience or knowledge of building and managing talent pools, and/or Boolean search techniques.

PENNA'S COMMITMENT

We are a family at Penna and Stafford Long and believe in fairness and equality across all approaches to recruitment, development, opportunity, and responsibility.

Diversity Promise

Our promise is to organise our services in a way that is universally accessible and useful for everyone. To do that well, we believe we need to create and sustain a workforce that's more representative of the candidates and clients we serve.

Penna is committed to creating a diverse and inclusive workforce that respects and embraces difference. Our employees and our company thrive when we get this right. We aim to create a workplace that celebrates the diversity of our employees, clients, and the contractors we work with. We will endeavour to create recruitment solutions that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation and national origin.

Our internal programmes and external work with our clients make us proud to be an Equal Opportunity and Inclusive Employer.

If you have a disability or health condition that requires accommodation or reasonable adjustments made during the recruitment process, please let us know by emailing people@penna.com.

Our full guidance and commitment to your application and how we may use your personal information during the application process can be found here: https://www.penna.com/candidate-care/ and https://www.penna.com/privacy-policy

Together we are better, together we are Penna.

PENNA BEHAVIOURS

All employees within Penna must demonstrate behaviours consistent with the corporate values; Accountable, Supportive, Collaborative and Inspiring as listed below:

ACCOUNTABLE Does what they say they will do	• Builds open, honest and realistic relationships with customers and colleagues • Reliable and acts with integrity • Determined and passionate about delivery the best • Accountable
SUPPORTIVE Creates an environment where people can give of their best	• Seeks to understand the needs and concerns of others • Creates a learning environment • Seeks feedback from other in order to learn and develop • Inspires others to achieve their goals
COLLABORATIVE Works as part of one team	• Pulls together to put the customer first • Support colleagues without waiting to be asked • Helps others succeed and celebrate their success • Actively looks to break down barriers and finds ways to work together
INSPIRING Creates new possibilities	• Comes to work to make a difference, sets high goals and gives 100% personal energy • Believes in what we do and demonstrates this through actions • Regularly challenges thinking and is open to new ideas and ways of working • Has ambition and confidence to do things in new ways and to create and deliver inspirational solutions