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| **JOB TITLE**: | Talent Advisor |
| **DEPARTMENT**: | People team |
| **COMPANY:** | Robert Brett House (Group) Brett Trading |
| **LOCATION**: | Canterbury with flexibility to travel across the Brett sites |
| **REPORTS TO**: (Job Title of immediate supervisor) | Group Head of People |
| 1. **ORGANISATION:** (Show where this job fits in the organisation) | |
| 1. **RESOURCES:**   Budget(s) Controlled/Influenced: Recruitment materials, job fairs.  Number of Direct/Indirect Subordinates: 0  Plant/Equipment Responsible For: NA  Key Internal/External Contacts:  Operational hiring managers, external recruitment agencies, government organisations | |
| 1. **PURPOSE OF THE JOB**: (What is the main reason for this job to exist? How does it add value to the Company?)   To be the lead advisor on resourcing matters including advising on workforce plans and the best attraction methods. The role should be reducing or removing the need for recruitment agencies. | |
| 1. **MAIN RESPONSIBILITIES/TASKS**: (What will the Job Holder actually do?)   Responsibilities/Tasks:   * Build relationships with key stakeholders to advise on workforce planning initiatives. * Provide robust and expert advice on advertising campaigns. * Be keen to understand the operational activities of Brett sites to be able to advise on best attraction and selection methods. * Provide benchmarking reports * Lead and facilitate recruitment campaigns including the graduate and apprenticeship assessment centres. * Lead on social value initiatives that contribute to talent growth, diversity and inclusion. By supporting local employability schemes and develop lasting partnerships with further education providers. * Recruitment lead for Head office in Canterbury and Senior hires across the business * Upskill managers on most effective recruitment methods and best practice. * Provide regular reports to the Group Head of People and senior business leads on key recruitment activity. * 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 on-going development and contribution towards a suite of Brett selection tools. * Support resourcing strategies and approaches that focus on being an inclusive and diverse employer. | |
| 1. **PERSON SPECIFCATION**   Essential:   * Good experience of in-house recruitment * Managed an application tracking system (we use Eploy) * Knowledge of gathering data and reporting on this   • Must be mobile and willing to travel frequently.  • Self-motivated  • Exceptional people skills   * Educated to A-level or equivalent * Familiar with social media, CV databases and professional networks   Desirable   * Similar relevant work experience in minerals, construction or manufacturing industry * Experience of providing salary benchmarking reports * CIPD level 3 or above | |