

Recruitment and HR Advisor

Job Title:	Recruitment and HR Advisor
Location:	Glasgow
Company:	Scottish Friendly
Pay & benefits:	£25,000 - £30,000 FTE + holidays and pension (salary will be pro rata depending on hours)
Permanent or Contract:	Permanent
Hours:	20 – 35 hours per week (can be flexible with hours and working pattern to suit successful applicant)
Closing date:	31 May 2019
How to apply:	Please send a CV and covering letter to recruitment@scottishfriendly.co.uk

About Scottish Friendly

Scottish Friendly is one of the most progressive mutual life insurance offices in the UK with over 150 years' worth of history in the financial services market. Based in Glasgow, Scottish Friendly is a dynamic and rapidly expanding financial services group dedicated to the efficient provision of a wide range of financial products and services. We employ circa 150 staff and are growing. The successful applicant will gain broad recruitment and HR experience, working closely with senior managers and build an understanding of the workings of a life office that would be more difficult to achieve at a large organisation.

As a friendly society, we don't have any shareholders, so all profits are used for the benefit of the customers. Our people are enthusiastic and passionate about saving and investing.

The role

The Recruitment & HR Advisor is responsible for supporting the business to deliver and achieve the business objectives through our people. It will be responsible for delivering the full range of recruitment and human resource services, recruiting new staff and working with managers to support current staff. The majority of the role will be recruitment related.

This role will plan, develop, manage and oversee talent acquisition and recruitment processes. Acting as the first point of contact for candidates, colleagues and managers for all recruitment and HR related requirements.

The role will be responsible for attracting, assessing and onboarding new recruits and ensuring a first class candidate experience from first engagement to onboarding.

The Recruitment & HR Advisor will be responsible for all the HR administration, coordination and first touchpoint advice to colleagues and managers.

Reports To: Finance Manager

Duties and Key Responsibilities

- Facilitate the effective resourcing of the company by working with managers to develop recruitment plans and forecasts
- Planning, developing and overseeing talent acquisition and recruitment processes
- Work closely with managers to understand the needs and requirements of roles
- Design and execute employer branding activities including a careers page
- Attract, assess and onboard all new recruits
- Build relationships with hiring managers, offering a full life cycle support from briefing for each role through to inducting the new recruit
- Source and recruit candidates using a variety of outlets such as social media, Linked In and job boards so as to source candidates directly wherever possible
- Seek out and recommend creative new ways of sourcing talent
- Liaise and manage relationships with external suppliers such as job boards and recruitments agencies, negotiating terms and promoting the employer brand
- Screen candidates, shortlist and support hiring managers through interview and selection including organising interviews and all associated logistics
- Ensure a positive candidate experience is delivered at all times
- Ensure there is a smooth onboarding process for new employees and administer all hiring paperwork including declines, referencing, negotiating terms, producing offer letters and contracts etc. Assist with the orientation and induction process as required
- Use recruitment and people metrics to create reports and identify areas of improvement
- Upskill hiring managers on hiring best practice and the candidate experience
- Stay up-to-date with industry trends through seminars, networking and utilising opportunities to gather knowledge
- Perform candidate and employee satisfaction evaluations
- Create, review and update job descriptions
- Deal with various HR queries throughout the business. Advise and support on issues related to workplace relations, performance management, disciplinary and grievances, taking notes and keeping records
- Coordinate the employee engagement survey and action plans
- Support and coach managers and colleagues in relation to setting objectives, measuring performance and conducting development conversations
- Carry out exit interviews, monitor trends and make recommendations for improvement
- Write and review company HR and recruitment policies and procedures and seek opportunities for continuous improvement
- Coordinate the company recognition scheme
- Provide advice and assistance on HR policies and procedures
- Monthly Payroll Processing
- Other AD-Hoc HR tasks as required
- Maintains employee confidence by keeping HR information confidential

Knowledge, Skills and Experience

- Excellent interpersonal and communication (verbal and written) skills to be able to build relationships and have the ability to influence
- Experience working in a recruitment role with full cycle recruiting knowledge, sourcing and employer branding
- Understanding of selection methods and techniques
- Proficient in the use of social media and job boards for sourcing
- Experience in/a qualification in or an interest in the full HR cycle
- Knowledge of HR policies and procedures
- Ability to use HR information including accessing, compiling and tracking data
- Organised
- Results and self-driven with a problem solving attitude
- Confident advising senior managers
- A commitment to providing customer service
- Proficiency in Microsoft Office applications (especially Word and Excel) and ideally an Applicant Tracking System
- A degree in HR or a CIPD qualification would be advantageous