

Forward thinking
Straight talking



Senior Recruitment Advisor

JOB SPECIFICATION

Gateley /

POSITION:	Senior Recruitment Advisor
LOCATION:	Birmingham or Manchester
CONTRACT TYPE:	Permanent

The *role*

As a Senior Recruitment Advisor at Gateley Plc, you will be responsible for partnering with the business to provide an exceptional recruitment service, ensuring that we attract and hire top talent to support our growth and success. You will work closely with the Head of Recruitment and the wider team to deliver end-to-end recruitment services, including strategic planning, candidate sourcing, and onboarding.

Key Responsibilities:

- Partner with business leaders to develop recruitment plans and strategies that align with the company's goals and values, and ensure these are communicated clearly to hiring managers
- Develop a deep understanding of the business and build strong relationships with hiring managers, providing strategic support and guidance throughout the recruitment process
- Work with hiring managers to develop job descriptions, ensuring these are aligned with business requirements and reflect the company's culture and values
- Advise on recruitment best practices, ensuring that hiring managers are equipped to conduct effective interviews and make sound hiring decisions
- Develop and maintain a deep understanding of the company's talent needs, and work with hiring managers to build a strong talent pipeline
- Proactively identify potential talent gaps and work with the business to address these through strategic workforce planning and talent acquisition initiatives
- Build and maintain the company's employer brand, working with the Head of Recruitment to develop and implement a comprehensive employer branding strategy
- Create and manage social media content to promote the company's employer brand and attract top talent to the business
- Use management information and data to track recruitment metrics and make data-driven decisions that improve recruitment processes and increase the quality of hires
- Develop and implement diversity and inclusion projects and initiatives to increase the diversity of candidates across all levels of the organisation
- Support the wider team in delivering recruitment services, providing guidance and mentorship as required
- Provide regular updates to hiring managers on the progress of recruitment activities, including candidate pipelines and recruitment metrics
- Build and maintain relationships with external recruitment agencies and other partners as required, ensuring that the company's brand and reputation are maintained throughout the recruitment process
- Continuously seek out opportunities to improve and streamline the recruitment process, making recommendations to the Head of Recruitment and other stakeholders as appropriate

The *team*

The recruitment team at Gateley Plc is responsible for attracting and hiring top talent to support the company's growth and success, ensuring that the Group attracts the best talent, builds a strong talent pipeline, and maintains the company's employer brand and reputation throughout the recruitment process.

The team is currently 12 in size, covering all areas of the business at all levels. Led by the Head of Recruitment, it is an exciting time for the team as the business continues to grow and evolve, providing opportunity for not only recruitment delivery but also a variety of projects and process improvement.

The *person*

- A minimum of 5 years' experience in a senior recruitment advisor/recruitment business partner or similar role, preferably within a legal or professional services environment
- Demonstrated ability to build strong relationships with business leaders and hiring managers, and provide strategic support and guidance
- Proven track record of identifying and sourcing top talent through a variety of channels
- Strong assessment and selection skills, with the ability to assess candidates for both skills and cultural fit
- Excellent communication skills, with the ability to communicate effectively with candidates, hiring managers, and other stakeholders
- Strong attention to detail and the ability to manage multiple priorities simultaneously
- Ability to work in a fast-paced, dynamic environment and adapt to changing priorities
- A deep understanding of the recruitment lifecycle and best practices for candidate attraction and selection
- Experience in strategic workforce planning and talent acquisition initiatives, with a focus on forward planning and future talent needs
- Strong experience in building and maintaining employer brand, and creating social media content to promote employer brand
- Experience in using management information and data to track recruitment metrics and make data-driven decisions that improve recruitment processes and increase the quality of hires
- Experience in developing and implementing diversity and inclusion projects and initiatives to increase the diversity of candidates across all levels of the organisation
- Experience in supporting and mentoring junior members of the recruitment team

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee

assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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