

ROLE PROFILE



Role title:	Recruitment Adviser	Responsible to:	Head of Talent Leadership & Culture
Division:	People & Culture	Department:	Talent, Leadership & Culture
Direct Reports and Level:	None	Scope:	Provides expert adviser on recruitment and resourcing practices to inform and develop the organisations' approach and support managers with recruitment and resourcing strategies and campaigns.
		Scale:	Supports the MPS group approximate 1,000 employees
		Regulated Function(s) Held:	No
Evaluation Level	Core, Level 1	Role Family	Group Corporate Functions

Overall Role Purpose

To support the development and delivery of the recruitment and resourcing elements of MPS' People Strategy. Working closely with senior stakeholders and managers to align recruitment activity to business challenges and future strategy priorities. Working alongside the People Business Partners and Leadership and Culture Consultants to align the organisations thinking for talent management, leadership development and succession planning with our recruitment strategy. The post holder will work closely with People Business Partners to provide expertise to support the implementation and embedding of recruitment initiatives in their business areas.

Accountabilities (RACI)	Measures of Success/KPI's
<p>Operational Leadership</p> <ul style="list-style-type: none"> Contribute to the development and delivery of the People & Culture strategy to plan, cost and quality Work with the leadership team across the relevant business area (UK and Internationally) to support the implementation and delivery of effective recruitment practices Work in-line with the BI Centre of Excellence team, Outcome and Quality Assurance team and other key stakeholders to understand the recruitment metrics and implement solutions that are data driven Provides thought leadership to find and implement creative solutions to strategic priorities and business challenges. Support the People Business Partners to support succession plans and effective external recruitment within their business areas. 	<ul style="list-style-type: none"> Corporate Strategic priorities Vs plan Division Plan Vs plan MPS engagement index Vs plan Candidate and Manager survey feedback
<p>Financial</p> <ul style="list-style-type: none"> Support the setting of the departmental budget ensuring an efficient and effective operating model which minimises cost and 	<ul style="list-style-type: none"> Operational budget Vs Plan Performance against specific targets agreed

Date Developed: May 2020
 Date of last review: N/A
 Date of next review: May 2021

ROLE PROFILE



<p>maximises contribution to financial sustainability without compromising the member experience.</p> <ul style="list-style-type: none"> • Gather insight and analysis from people metrics and organisational data sources to inform recruitment decisions and actions which results in a measurable improvement in business recruitment performance and people metric trends • Minimise the use of agency spend by implementation effective direct sourcing campaigns 	<ul style="list-style-type: none"> • Direct v Agency recruitment mix
<p>Member</p> <ul style="list-style-type: none"> • Implement and manage effective recruitment campaigns that attract and recruit individuals who demonstrate our Values • Support the professional CPD of colleagues across MPS so that they can serve members with the most up to date knowledge and MPS is recognised as an industry leader in this field • Develop a consistent approach to recruitment across MPS globally to deliver effective and efficient recruitment and provide a consistent approach 	<ul style="list-style-type: none"> • Net Promoter score • Member satisfaction scores • Outcome and Quality Assurance testing scores / compliance testing and internal audit scores
<p>People</p> <ul style="list-style-type: none"> • Build a strong internal and external network to inform continuous professional development, and contribute thought-leadership on Recruitment best practice that will further enhance People & Culture's contribution to business performance • Utilise resource across the People & Culture teams to ensure the department provides an efficient and professional service which has optimal impact on business performance • Build strong relationships with internal and external stakeholders to work in partnership to implement effective resourcing and recruitment practices • Coach and support leadership across MPS to improve their recruitment and succession planning capability to create high performing, engaged and diverse teams 	<ul style="list-style-type: none"> • Engagement Index in first 6 months • Leadership Index Vs MPS • HR Metrics – attrition, absence
<p>Risk</p> <ul style="list-style-type: none"> • Support the establishment of appropriate business processes and controls and manage the team adherence in order to ensure People & Culture handling within risk appetite; comply with policies and regulatory requirements (as applicable). • Complying with applicable professional ethical guidance and all relevant internal policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the staff handbook. Adheres to the business rules relevant to the role, which are subject to change from time to time. • Effectively supporting the management of MPS' people risk by attracting and recruiting individuals who will demonstrate our values and have a positive contribution to our Membership • (Line to be added on Insurance regulation) 	<ul style="list-style-type: none"> • Risk & Control Self- Assessments Audit Actions • Outcome testing results • Audit Actions • Maintain risk register

Responsibilities (RACI)

Date Developed: May 2020
 Date of last review: N/A
 Date of next review: May 2021

ROLE PROFILE



- Design and Implement the global recruitment plans for MPS, driving the organisations approach to attraction, recruitment and succession plans
- Develop and implement recruitment practices that address key business issues; measuring their effectiveness
- Work with Senior Stakeholders Across MPS to highlight recruitment and succession challenges and agree solutions
- Act as a technical expert with regards to recruitment and resourcing, liaising with colleagues within the teams and internal/external stakeholders
- Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role.

Key Governance Responsibilities
<ul style="list-style-type: none"> • Not Applicable

Leadership Framework Competencies	Level
Fresh Thinking	Leading Others
Building Capability in Self and Others	Leading Self
Influencing Others	Leading Others
Collaborating for Results	Leading Others
Leading Self and Others	Leading Self
Commercial and Risk Thinking	Leading Self

	Knowledge and Qualifications	Skills	Experience
Essential	<ul style="list-style-type: none"> • Strong Knowledge of Recruitment sourcing techniques • Knowledge of latest recruitment and resourcing practice 	<ul style="list-style-type: none"> • Demonstrate thought leadership in recruitment practice and procedures • High-energy work ethic, ability to establish vision, drive change and deliver results. • Excellent oral and written communication skills, including ability to influence and persuade • Strong Knowledge of attraction tools and recruitment social media practices • Senior Stakeholder management 	<ul style="list-style-type: none"> • Leadership & People Management <ul style="list-style-type: none"> • Background in internal or agency recruitment experience • Proven in managing people risk with effective recruitment solutions
Desirable	<ul style="list-style-type: none"> • Coaching Qualification • Level 3 certificate in recruitment practice 	<ul style="list-style-type: none"> • Agile project management • Creation of a recruitment social media strategy 	<ul style="list-style-type: none"> • Experience of working in a regulated environment

Date Developed: May 2020
 Date of last review: N/A
 Date of next review: May 2021