



SENIOR RESOURCING CONSULTANT

Job purpose: The role holder is responsible for the design, delivery and evaluation of the resourcing strategy. The role holder will support the development and implementation of the resourcing strategy, ensuring the right people, in the right place at the right time, resulting in the business being aligned to effectively pursue and deliver their business plans.

Key Accountabilities

- Devise the resourcing strategy with the support of the Head People Planning
- Accountable for the implementation and evaluation of the resourcing strategy that is aligned to business needs
- Manage and deliver an effective, cost efficient end to end resourcing service and talent acquisition solution, enabling the business to meet its resourcing requirements
- Support continuous improvement of the e-recruitment system
- Lead, manage and develop the Law Society resourcing team to deliver an end to end resourcing service that meets the business needs and proactively drive change where required
- Be responsible for and lead the Law Society resourcing team on coaching and advising line managers on all aspects of recruitment and resourcing and work to improve efficiency across the recruitment lifecycle
- Ensure integration of succession plans and talent pools within the resourcing process
- Develop the Law Society external employee proposition, ensuring attraction strategies are in place that maximise direct recruitment, drive down cost and time to offer, promote the brands, align to agreed propositions and deliver an on-brand candidate experience
- Set up and work to measures, processes and KPI's for resourcing and develop metrics to measure efficiencies. Regularly review based on customer and candidate feedback and provide recommendations for continuous improvement
- Set up effective methods of candidate sourcing, establishing a network of contacts from the resourcing community including the promotion of a diverse workforce that is aligned to the Law Society's D&I agenda
- Proactively analyse resourcing metrics and MI to identify, report and present on trends (to SMT and relevant committees) in order to feed into talent management strategies and proactive longer term resourcing solutions. Utilise external data and internal succession planning data to identify and implement external talent pool strategies. Ensure retention of new starters is monitored and leavers within the first 3 months are reviewed to understand any link with the recruitment process
- Work with the Senior Management Team to deliver effective senior level recruitment
- Support and provide expertise, guidance and advice on areas of strategic development e.g. internships, graduate schemes, apprenticeships
- Ensure all internal controls are in place and complied with in relation to document storage, eligibility to work, subject access requests/GDPR, DBS checks are conducted



Supporting Solicitors



and results acted upon and other legislative requirements and accuracy of all data input into WCN.

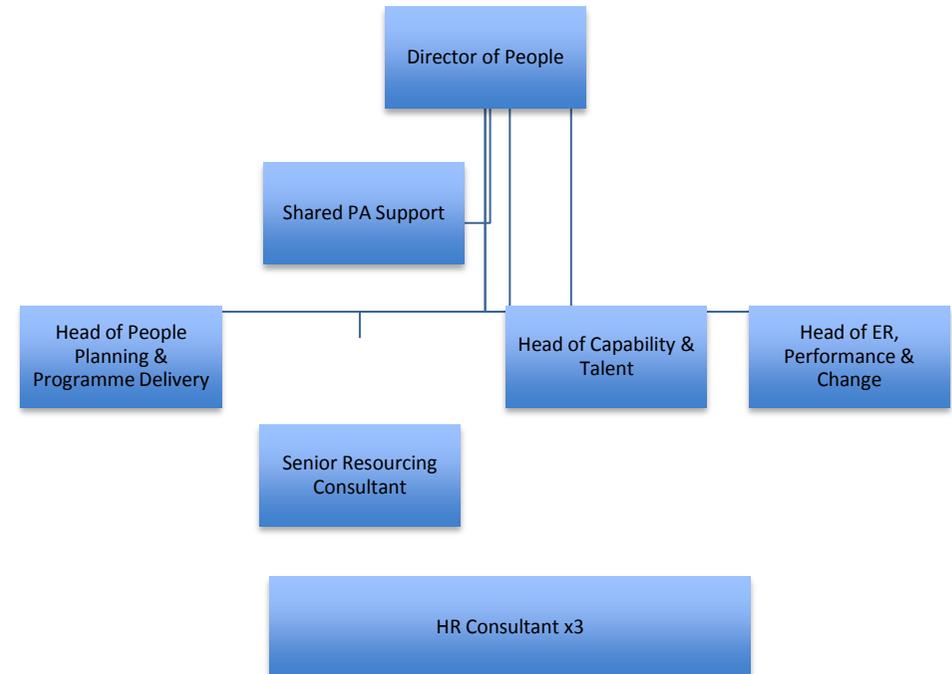
- Act as a role model to promote a consistent high quality resourcing function within HR

Knowledge, Skills & Experience

Essential

- Proven experience in similar in-house resourcing role
- Ability to assess business needs and talent markets and develop appropriate resourcing strategies
- Experience of building relationships with and influencing managers at all levels in the organisation and externally
- Evidence of taking the initiative in identifying areas for improvement and driving through solutions
- Experience of managing senior and executive level vacancies and recruitment plans
- Experience of managing third party suppliers in a true partnership model
- Able to work in changeable and ambiguous business situations
- Team player, fully appreciating the importance of constructive peer group relationships
- Evidence of highly effective influencing and communication skills at all levels
- Experience of managing costs within a budget, setting budget, and managing and forecasting costs
- Demonstrates a results focused approach through planning ahead, managing expectations and solving problems
- Identifies and takes responsibility for own development and supports development of others
- Ability to manage competing demands and manage own and teams workloads

Organisation Chart





The Law Society

Supporting Solicitors



Desirable

- Previous experience of working with an e-recruitment system, preferably WCN
- Broad understanding of HR practices and employment law and regulations
- Working in an environment where diversity and inclusion is of high importance on the business agenda
- Proven Line Manager experience
- CIPD qualified
- Experience of operating in a membership or regulatory environment

Dimensions

- This is a customer focused, business driven support role requiring frequent contact with key stakeholders
- Operating in a fast paced and demanding environment requiring the effective management and handling of multiple accountabilities at any one time
- Managing an annual recruitment budget of circa £230k and associated monthly reporting
- Managing a PSL of circa 40 suppliers
- Approx 350 employees across the business
- Role is based in London with travel to Birmingham when required