

Resourcing Manager

About UKCEH

The UK Centre for Ecology & Hydrology is an independent, not-for-profit research institute carrying out excellent environmental science with impact. Our 500 scientists work to understand the environment, how it sustains life, and the human impact on it. We provide the data and insights that governments, businesses and researchers need to create a productive, resilient and healthy environment. Scientific curiosity, integrity and transparency are at the heart of how we work.

Department overview:

The People and Skills (P&S) Team includes our generalist HR/employee lifecycle support, Talent Acquisition, Compensation and Benefits, Payroll and Talent Development. It is a small but evolving team that delivers a wide variety of services and advice to our colleagues. We use Workday to facilitate many of our operational processes and are currently on a transformation journey to ensure that we have the skills and experience needed to support the ongoing development of both the P&S offering and the future needs of UKCEH.

Role overview:

The Resourcing Manager is a key role in the P&S team and will have day to day responsibility for the successful and timely delivery of recruitment activity. Managing a small team, this role will be a hybrid, “player/manager” role, allowing you to both provide tactical input and guidance to the business as well as, operational delivery against vacancies. The Resourcing team is on a transformation journey from administrative to business partner model.

Responsibilities:

- Day to day management of the Resourcing function at UKCEH, including 2 reports
- Accountable for the successful and timely delivery against multiple vacancies across all areas of the business. This includes planned, replacement and unplanned recruitment
- First point of contact for Right to Work queries within UKCEH and provide support and guidance to the wider business areas as needed
- Provide a highly responsive and seamless service to hiring managers to support their recruitment needs
- Partner with specialist agency providers to ensure that “hard to find” vacancies are being appropriately actioned
- Create, monitor and manage consistent agency terms. Partner with Procurement to find the best agency provider solution for UKCEH’s recruitment needs
- Operational relationship management and monitoring of UKCEH external pre-employment referencing provider. Ensuring that all candidates meet UKCEH pre-employment standards prior to joining/waivers are agreed

- Ensure that our ATS (Workday) is appropriately maintained and that recruitment information is up to date and relevant
- Partner with Workday specialists to operate a continuous improvement approach as to how it is being used across all recruitment activity
- Ensure that job descriptions and job adverts are both appropriate and engaging. Partner with Hiring Manager and Communications to ensure that all documents meet UKCEH branding standards
- Actively use and monitor additional sourcing channels such as job boards, LinkedIn, referrals, talent pools
- Ensure recruitment activity operates in line with GDPR, UKCEH policies and any other relevant legal obligations
- Work collaboratively with Payroll and IT to ensure the accurate and timely onboarding of new starters
- Create and implement a clear and engaging Candidate Journey that ensures that all candidates receive the best possible recruitment experience
- Provide or source training for hiring managers on recruitment activities such as: job description creation; interview best practice; providing feedback etc.
- Promote and embed best practice EDI across all areas of the Resourcing function

Skills and experience:

- Demonstrable track record of leading and delivering on multiple vacancies, across multiple disciplines
- Confident, clear and approachable Management style – set clear expectations and ways of working
- Excellent communication skills – confident working with stakeholders across all areas of a business and able to inspire confidence through actions
- Confident user of recruitment systems (UKCEH use Workday)
- Up-to-date and in practice knowledge of RTW, Visas and recruitment best practice
- Track record of highlighting EDI best practice in all elements of the recruitment process
- Experience of identifying and utilising a variety of sourcing channels dependent upon the vacancy
- MI focused – can clearly articulate how you have used MI to improve and enhance TA performance

Please note that this is an initial JD for the role of Resourcing Manager as the People and Skills team are under transformation. Therefore, some responsibilities may evolve over time.