



**Role:** Recruitment Officer

**Department:** Human Resources

**Vacancy Location:** Leatherhead, with occasional travel to London

**Contract Length:** Permanent

**Contract Type:** 4 – 5 days per week

### **Opportunity and Role**

Rawlinson & Hunter LLP (“R&H”) is recruiting for a Recruitment Officer in the Human Resources Department.

The Recruitment Officer sits within the HR team (total of 5) and provides a comprehensive recruitment service to the partners and departmental managers.

As the Recruitment Officer, your day to day work will encompass:

#### General Recruitment:

- Taking instruction from departments on recruitment and agreeing best route to market
- Supporting Line Managers in creating job descriptions and adverts in line with our brand
- Instructing agencies on roles
- Developing, managing and maintaining relationships of agencies on the preferred supplier list, including regular contract reviews
- Reviewing incoming applications, shortlisting and organising interviews
- Organising and conducting interviews
- Identifying and organising appropriate testing
- Preparing contracts, offer documentation and referencing on candidates
- Provision of information to the HR & Payroll Officer on all recruited candidates
- Maintaining and updating the recruitment tracker
- Issuing weekly updates on recruitment activity to Departmental Partners
- Deliver recruitment training in line with recruitment policy and good practice guidance

#### Strategic Recruitment Planning

- Working with the HR team to ensure delivery of the recruitment service in line with our People Strategy
- Working with the HR team to develop a Firm wide resourcing plan.

#### Student Recruitment (ACA and AAT pools):

- Tracking graduate applications
- Shortlisting CVs
- Arranging and conducting first stage interviews
- Organising assessment days including setting up the online testing platform
- Attending recruitment fairs and university/school/college careers events
- Maintaining the careers website
- Organising the first day induction process
- Assisting with the student ICAEW and Apprenticeship registration process

Ad-hoc:

- Administration of the apprenticeship programme, work experience & Intern programme
- Preparing induction packs, meeting and greeting new joiners, conducting first day Cascade training and one-to-one HR induction training
- Dealing with ad-hoc queries from staff and partners, particularly through regular interaction with the HR and Careers inbox
- Assisting and leading on ad-hoc projects
- Provision of management information as requested by partners and DMs
- Maintenance and creation of Cascade workflows and management of the underlying Cascade data

Requirements

The successful candidate will also be able to demonstrate the following skills, experience and attributes:

- The ability to manage a heavy, diverse and often conflicting workload
- Intelligence, resourcefulness and the ability to 'think on their feet'
- A professional manner and the ability to act as ambassador for the department and for Rawlinson & Hunter LLP
- A strong commitment to service
- The ability to work on their own initiative
- The ability to identify and act upon priorities and deadlines
- Discretion and the ability to deal with sensitive information
- A high level of IT Literacy
- A good eye for detail
- CIPD qualification to level 5 (preferred)

*We are an equal opportunities employer and pride ourselves on the increasing diversity of our workforce. We believe in the best person for the job.*

For more information on the firm, visit our website, [www.rawlinson-hunter.co.uk](http://www.rawlinson-hunter.co.uk)