

Placement Details

Job Reference: PLA/99/LSC

Job Title: Candidate Resourcer

Location: Coventry Branch

Total hours and days of work: 30 hours as part of Employment Placement Scheme

Salary: Minimal Wage as part of the Employment Placement Scheme

To be eligible for this scheme candidates must meet the following criteria:

- The candidate must reside in Coventry
- The candidate must be unemployed
- The candidate must fit into one of the following categories:
 - NEET (not in education, employment or training) individuals aged 16-18 years old
 - Graduate within the last 12 months
 - **Currently we have exceeded our limit on managers and we are trying to get it increased however we have had to suspend manager requests for the time being**

Please forward suitable candidates' details to the placements project team as below:

michael.brown@coventry.gov.uk
harjinder.kundra@coventry.gov.uk
caron.poole@coventry.gov.uk

Key Roles & Responsibilities:

To ensure that the branch has a consistent flow and pipeline of quality and workable candidates that will impact the branch profitability.

General Responsibilities:

- To take instructions from the Business Development Manager, Regional Manager and Board of Directors
- To undertake ongoing training both in house and outside courses (which may occasionally take place at weekends)
- To operate in line with Care Standards Act; PoVA; PoCA; Employment Agencies Act; the Data Protection Act; Equal Opportunities specifically adhering to the Race Relations Act 1976, the Sex Discrimination Act 1995, the disability Discrimination Act 1995, the Rehabilitation of Offenders 1974, the Sexual Orientation Act 2003, the Religious Belief Act 2003, the Equal Pay Act 1970, and the working Time Regulations 1998.
- To comply with the Health and Safety at Work Act 1974 and operate within the company health and safety regulations at all times. To ensure compliance with staff members and visitors to branch.
- To be cost effective at all times and to encourage others where appropriate
- To support the maintenance of branch and branch facilities to a very high standard.

- To appropriately use company IT systems such as Carefree and Quick Recruit.

Responsibilities:

- Plan, prioritise and conduct resourcing activities
- To source and select candidates fulfilling all contractual obligations and commitments
- All vacancies to be advertised on the Internet promptly via the business resources and tools, namely Jobmate and PCB website.
- To research local colleges / universities and training providers to determine appropriate courses for the business
- To visit colleges and universities regularly presenting PCB to potential candidates
- To ensure that all activities relating to clients and candidates are on QR for team access
- Devise and implement a proactive and innovative candidate attraction strategy
- Monitor results of all advertising means used and where necessary provide recommendations
- Explore new advertising opportunities ensuring minimal cost.
- Be abreast of competitor incentives and provide recommendations
- Co-ordinate any interviewing schedules and obtain feedback
- Support with branch candidate clearing procedures
- Managing personal time and productivity towards agreed cost centre targets
- Attend and present at external client meetings and internal meetings making effective use of company branding and marketing
- Support with any branch urgencies and ensure minimal loss of cost centre bookings

Skills/experience /qualifications required:

To qualify for this role, we require you to have strong administration skills and the tenacity and enthusiasm to bring new candidates on-board!

Rewards are great working with PCB

- Excellent reward package + benefits
- Generous and progressive holiday entitlement
- BUPA healthcare and contributory pension (conditions apply)
- Continuous career development
- Excellent support from team and company
- Opportunity to work for a CQC 3* organisation

Personnel & Care Bank is an Equal Opportunities Employer.

Criminal Record Bureau Check (CRB): Yes

Closing Date: ASAP

Email: Application by CV ONLY to - employer.engagement@coventry.gov.uk



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