

# come and work with us



## Recruitment Lead

### The Role:

Working in the @one Alliance, you will be the business lead for the recruitment of all roles. Working in partnership with the Recruitment Leads and Human Resources (HR) Leads for our Partner organisation, you will establish leading recruitment processes to ensure we employ candidates who are suitable for the vacant roles and show potential to develop. You will implement a pipeline of talent in order to fulfil the AMP7 Resourcing Strategy so that we are on the 'front foot' as business requirements increase.

You will proactively support, centralise and standardise the recruitment process across the teams. Working with the Recruitment Leads you will lead on what the appropriate assessment of candidates should be (depending on their level), their on-boarding and provide key analysis and insights to develop the process and drive change. You will deliver an on-boarding framework that equips new recruits with the knowledge, skills, and behaviours needed to be effective in their roles before they start.

The role will also encompass the development of 'Early Years' Programmes for Graduates, Apprentices, Interns and Work experience students. Working with Partner organisations and the @one Alliance 'heads of', to determine the requirements of the organisations and develop a plan for attraction and resourcing. The incumbent will also be required to support the individual Programmes (in conjunction with the Learning & Development Lead) once the employees have started their employment within the @one Alliance.

Through effective stakeholder management you will be the coordinator between Human Resources, the Partner leads and the Front Line Managers. You must possess outstanding inter personal and communication skills and be able to optimise the on-boarding of new recruits through effective and innovative processes in a timely manner. You will have a people centric outlook that demonstrates a passion, belief and drive that means all applicants receive an exceptional experience at all contact points throughout the recruitment and on-boarding processes.

Your role will service all @one Alliance sites which will encompass numerous teams and therefore you need to be flexible in aligning yourself to the dynamic needs and hours to be worked by new recruits and existing teams.

### Key Responsibilities:

#### Resourcing the AMP7 @one Alliance Structure

Develop a resourcing strategy with the Partner Leads which will fulfil our AMP7 organisation, taking into account all the workforce planning data and information.

Manage recruitment processes to include advertising, CV shortlisting, interview requests, feedback and offers through the Workday system.

Collaborate with all stakeholders to define competencies in-line with skills and behaviours resulting in delivery of high performing new recruits across a complex/multi skilled environment.

In conjunction with the Head of HR, own the creation and maintenance of a holistic AMP7 recruitment plan ensuring efficient and effective delivery of Business Unit staffing requirements.

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Working with Partner leads, define and work to a best practice efficient, effective and standardised shortlisting and appointment process ensuring a consistent approach across the Business Unit that appoints the right candidates for the roles.

Facilitate and plan all Business Unit internal shortlisting processes, i.e. Telephone Interviews, Assessment Centres.

Provide support to Partner Leads to innovative and deliver best practice advertisement approaches including LinkedIn and Social Media platforms ensuring sustainable, manageable and effective delivery of new hire planning numbers.

Jointly responsible for all applicants receiving a great experience at all “touch points” of the recruitment process.

Develop plans with HO Human Resources, to forecast and mitigate against any shortage in ‘new hire’ offers, ‘drop outs’ and ‘withdrawals’.

Collaborate with @one Managers to identify interdependencies and thereby opportunities for improvements in our recruitment processes.

Identify skills required and strategies to meet current and future recruitment demands.

In conjunction with Anglian Water and our Partner organisations establish careers fairs and forums to showcase the @one Alliance and promote its career opportunities.

Operate within budget constraints.

Ensure adherence interviews are conducted in line with employment law and support are diverse and inclusive culture.

Securely process all personal data collected through the recruitment and onboarding in accordance with GDPR.

Understand full recruitment cycle to gain and work with an appreciation of the reasons for deadlines and impact of missing them. Understand full offering of current Employee roles, working hours and environments and how they fit into business requirements and recruitment.

Attend, participate and be actively involved in interviewing and assessment centres.

Attend best practice seminars and benchmark to keep abreast of new technologies and methods within Recruitment and On-boarding processes.

Share knowledge, best practice and expertise in order to assist in the building of skills and knowledge within the enterprise.

## **On-boarding**

Lead an effective on-boarding strategy that is underpinned by streamlined technologies that reduces administrative burden on the business.

Support in the “building of strong relationships” with new recruits to ensure all feel comfortable at every part of the recruitment and onboarding process.

Develop efficient and effective processes and strategies to reduce costs and time scales associated with recruitment and on-boarding.

Liaise with the HR Delivery Manager to arrange for all new recruits to be inducted and briefed on the brand, values and working culture of the organization.

Working with Partner Leads proactively communicate externally with all successful applicants from appointment to start date, ensuring they feel welcome, informed, engaged and valued.

Create and maintain a mechanism to improve retention within the Business; ensuring that a new recruit is placed in a role that best suits their skills and matches their personal aspirations so we’ve the right people in the best place for the individual and the business.



## **Early Years Resourcing**

Assist in determining the 'Early years' recruitment levels across the @one business and gaining approval for these positions.

In conjunction with the Partner Leads, design and manage the most suitable attraction strategy for encouraging 'early years' hires to submit applications. This will include both online and offline avenues, including planning and attending student careers fairs.

Manage attraction strategy in line with pre-determined budgets.

Where applicable, organise and assist in conducting all 'early years' recruitment interviews.

The process should be consistent across all locations/managers.

Organise and run assessment centres which portray a positive image of the @one Alliance and Anglian Water as an employer in the student market. Assessment activities to be update on a regular basis.

Manage an effective feedback process to all unsuccessful candidates.

Ensure all work experience and student placements across the business are carried out within legal requirements and all relevant paperwork is completed and filed correctly.

Approve placements once paperwork and risk assessments have been received.

Advise managers on @one's position on student placements and ensure there is consistency across the business on pay rates etc.

## **Data and Analytics**

Maximise retention by analysing data from all aspects of recruitment and on-boarding and implementing processes to continually enhance.

Identify areas of planned improvement using key analysis and insight from historical recruitment campaigns at a seasonal, geographical and individual level.

Own and develop a reporting dashboard that provides key business data.

Challenge the delivery and performance of key recruitment principles to enhance applicant and new recruit satisfaction.

Monitor internal and external attrition levels and gain insights through the undertaking of exit interviews.

Survey relevant applicants, including successful recruits on their experience of the recruitment and on-boarding processes and use data to drive enhanced change.

## **Stakeholder Management**

Develop and own the delivery of a communication plan that provides key timely business updates associated with all aspects of the recruitment process.

Present to Head of HR and Senior Leadership team on key resourcing and provide summary for effective change.

Build and manage the Partner and internal working relationships to ensure alignment of objectives and priorities across the teams.

Work collaboratively with @one Leadership teams and Partner leads to identify, develop and lead on implementation of improvements.

Drive and facilitate process and data review/workshops.

Be the coordinator of all recruitment communications, ensuring appropriate branding, content and tone are maintained.

## **Key Relationships:**

Recruiting Managers

@one Alliance Senior Leadership Team

Partner Resourcing Leads

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## Person Specification:

The successful candidate is likely to meet all of the following criteria:

### Essential

An understanding of employment law relating to recruitment and selection  
Experience of conducting interviews and assessment centres to select appropriate candidates  
Educated to A level standard or equivalent  
Excellent interpersonal and communication skills  
Ability to demonstrate a highly flexible, constructive attitude and strong team working skills  
Strong organisational, time management, prioritisation and decision making skills  
Confident in approach to effectively manage and influence stakeholders  
Strong focus on delivering excellent customer service  
Personal resilience to deliver objectives in a fast paced, busy environment  
A positive and passionate ambassador for the @one Alliance  
Ability to act professionally and deal with sensitive / confidential information.  
Ability to work in complex and matrix environments

### Desirable

Excellent presentation and facilitation skills  
Ability to challenge and change accepted practices in favour of new and more effective ways of working

## About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunnelling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

## How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.