



Job title	Resource Business Partner
Reports to	Recruitment Manager
Department/Business stream	HR Department

Main purpose of the role:

To work collaboratively with Stakeholders to meet Regional and Business Unit resourcing demands whilst providing a reliable and confident customer service and to ensure an excellent candidate experience that aligns with our Source, Train and Retain Strategy.

Main duties and responsibilities	
Key Accountability and Responsibilities	
<ul style="list-style-type: none"> • Manage the end to end recruitment process, from liaising with stakeholders to understand resourcing requirements to face to face/TEAMS interviewing • Advertise job adverts on job boards, career pages and social media channels (e.g. LinkedIn, Twitter) • Onboarding of new hires • Updating the HR System with new starter details • Review and screen of CV's and applications • Providing interview feedback as needed • Answering queries from candidates related to hiring process • Updating job descriptions such as tasks or modifying requirements • Reporting to the Recruitment Manager and hiring managers on the status of open jobs • Sourcing candidates via online platforms • Creating talent pools • Participate in careers and job fairs to boost company's reputation and visibility • Work in a collaborative approach with the PSL as and when required • Update both the Agency and Permanent recruitment tracker • Produce recruitment reports and provide administration support as and when required • Attend meetings to keep up to date with future and current recruitment requirements 	
Collaborative Working	
<ul style="list-style-type: none"> • Build collaborative relations externally with the PSL and internally with stakeholders. • Challenge the accepted way of working and seek ways to continuously improve • Build guild relationships with candidates and ensure high levels of trust and engagement 	
Key measures & targets	Key relationships
<ul style="list-style-type: none"> • Consistent and timely department reports complied and kept up to date • Time to fill positions • Quality candidates • Levels of engagement with all stakeholders 	<ul style="list-style-type: none"> • Head of HR / Recruitment Manager and HR Team • Key supply chain members • Hiring Managers • Operations Team

come and work with us

The Barhale logo consists of a stylized 'B' icon followed by the word 'Barhale' in a bold, sans-serif font.

Person specification

Criteria	Requirement	Essential & Desirable
Knowledge & experience	• Experience of working within an agency as a recruitment consultant	D
	• Knowledge of the built environment ideally Civil Engineering	D
	• Experienced in meeting challenging deadlines in a fast-paced recruitment/resourcing environment	E
Skills & Qualifications	• Excellent knowledge of Microsoft suite of packages	E
	• REC or equivalent recruitment qualification	E
	• Excellent communication and interpersonal skills	E
	• Experienced in applicant tracking	E
Other	• Demonstrates alignment with Barhale values	E

How to apply:

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.