

## JOB DESCRIPTION

# Resourcing Manager

### Introduction

This is a full time, office based role, working for an Independent Occupational Therapy Practice within the centre of Hook, Hampshire. It requires an individual with excellent organisational and people management skills, ideally with a background in recruitment within the healthcare industry. The role requires someone who has the drive, passion, and experience to take a strategic approach to growing our office based team and expanding our nationwide network of Associates.

This brand new role comes with significant responsibility and ownership over a pivotal aspect of the business and therefore needs someone who is able to manage their own time and make decisions based on objectives. We will expect candidates to have experience of reporting to director level and a proven track record of taking responsibility for the delivery of resourcing solutions across the company. This will be an instrumental role in driving the future talent acquisition strategy within the business ensuring the organisation have the right people, in the right place, at the right time. You will show innovation through advice, coaching and support of managers on all recruitment activity.

The temperament of the person in the role is also very important. At The OT Practice we pride ourselves on being friendly and caring, but professional. As this role often requires dealing with people externally it is vital they are able to portray that message to our clients and therapists. Internally they will need to use their own initiative to keep the company running smoothly and should always be looking for new ways to provide support to the directors and business as a whole.

### Applications & enquiries

Applicants should submit a CV and covering letter to [wendy@theotpractice.co.uk](mailto:wendy@theotpractice.co.uk) or if you would like to discuss the role in more detail please call and ask to speak to Wendy on 0330 024 9910.

## Our Company ethos

- We make clients & potential clients feel understood and provide sound professional advice – even if it ends up being for free
- We are friendly & caring, but always remain professional
- We are socially responsible – if there is a better option for a prospective client then we say so
- We are a private practice and understand that generally our clients are looking for more than what statutory services provide and are willing to pay for that service
- We are driven and go the extra mile if that is what is needed to convert an enquiry or to keep a client happy.

## Details of the role

The overall aim of the Resourcing Manager will be the sourcing, attracting, and recruiting of employees and self-employed associates to The OT Practice. The Resourcing Manager will act as the in-house expert in developing The OT Practice as an employer of choice, understanding the intricacies of market competition. The Resourcing Manager will be responsible for the following core tasks (this is not an exhaustive list):

- Associate recruitment
  - Create a strategic development plan delivered to the management team, to pro-actively grow the associate network
  - Monitoring of various mailboxes, managing applications & requests for joining information as they come in
  - Maintain and grow the interested in private practice mailing list, to enable the creation of talent pools and pipelines of engaged potential associates
  - Organising selection days and interviews – in person and via Skype
  - React swiftly to requests from the team to source associates for cases or contracts
  - Proactively address and troubleshoot any resourcing barriers
  - Create proactive & targeted recruitment initiatives and marketing activity (execution of strategic plan)
  - The use of social media platforms with the Marketing Manager to attract associates
  - Work with the Network Coordinator to swiftly register new associates
  - Produce future development plans for the business, for example in the areas of physiotherapy and speech and language therapy
  - Operate within agreed budget, utilising free and cost effective resources available
  - Develop associate attraction methods, benchmarking against and researching other external organisations.
- Events
  - Attend appropriate industry related events to recruit associates
  - Plan and manage head office and company specific nationwide events to recruit associates, in-line with strategic development plan and budget
  - Create a marketing plan and materials for exhibition events
  - Work with the Marketing Manager to create video presentations for exhibition stand
  - Help co-ordinate and organise the associate 2 yearly conference.
- Internal recruitment
  - Understand the company requirements and most appropriate recruitment methods
  - Ensure best practice and employment law requirements are adhered to
  - Be the main point of contact for all recruitment methods

### Applications & enquiries

Applicants should submit a CV and covering letter to [wendy@theotpractice.co.uk](mailto:wendy@theotpractice.co.uk) or if you would like to discuss the role in more detail please call and ask to speak to Wendy on 0330 024 9910.

- Design the growth and recruitment strategy with the management team
- Provide advice to hiring managers on different recruitment processes
- Influence managers to take the most appropriate route, managing expectations on aspects such as timescales and talent pool etc...
- Research and design job descriptions and people specifications to capture the skills needed
- Continuously review and monitor recruitment processes
- Design recruitment campaigns and adverts across appropriate platforms and job boards, taking into account cost, efficiency and past outcomes
- Ensure an informed and high quality candidate experience
- Shortlist applications and arrange informal initial meetings with potential candidates
- Arrange formal interviews with line managers as appropriate, assisting with a 'bank' of interview questions
- Liaise with the Practice Manager in relation to interview outcomes and potential offers of employment
- Inform unsuccessful candidates of interview outcome
- Appropriately record and monitor candidate data and information in relation to GDPR
- Provide guidance on talent management, developing career paths and succession planning interventions.

## Skills and qualifications

The following skills and qualifications will be required/desirable:

- Educated to A-level or equivalent
- Qualification in psychometric testing would be desirable
- This role does not require any clinical knowledge or background, however experience in a healthcare organisation would be an advantage
- Experience in recruitment or similar field is highly desirable. Candidates will need to be able to demonstrate that they have the skills and experience to recruit a large number of geographically disparate personnel
- Able to ensure legislative and best practice compliance in all pre-employment activity
- Project management experience would be beneficial
- Experience of IR35 legislation is desirable but not essential
- Demonstrable experience of sifting and shortlisting applications, with a particular regard to safer recruitment processes
- Experience of designing campaigns to manage volume and contingent recruitment
- Good working knowledge of assessment tools and ways to attract candidates
- Ability to use a number of recruitment tools and platforms Linked In, job boards, Boolean Searching etc...
- Experience of recruiting a range of roles at all levels
- Ability to effectively manage relationships with any potential recruitment partners
- Highly skilled at conducting telephone, face to face and other interview methods
- Results focused, consistently meets targets and realises organisational benefits
- Exceptional organisation and multi-tasking skills
- Significant experience in roles where autonomous decision making and responsibility was required
- Highly competent with computers and online technology (tech savvy)
- Able to demonstrate a commercial orientated approach
- An interest in occupational therapy and the private healthcare sector
- Willingness to undertake a DBS check.

### Applications & enquiries

Applicants should submit a CV and covering letter to [wendy@theotpractice.co.uk](mailto:wendy@theotpractice.co.uk) or if you would like to discuss the role in more detail please call and ask to speak to Wendy on 0330 024 9910.

## Personal skills & attributes

Fundamental to this role is the character and temperament of the individual. They will be expected to take responsibility for the growth of the associate network and the OT Practice office based team that successfully meets the changing demands of the business. Important personal skills and attributes include:

- Excellent interpersonal skills, caring, friendly and always willing to listen
- Clear decision maker who takes responsibility for actions, projects and people
- Innovative problem solver with drive and determination
- Flexible approach to work in order to achieve demanding goals
- Able to deconstruct risk situations providing quick and clear decisions
- Strong influencing and negotiation techniques
- Able to become a true business brand ambassador
- Efficient working style and ability to juggle tasks without missing things
- Strong attention to detail
- Excellent organisational and time management skills, demonstrate ability to prioritise and manage workload
- Skilled communicator through written reporting and verbal presentation
- Within the team, a desire to question the status quo and be innovative.

## What we offer you

We pride ourselves on being a caring and friendly, but professional company. We believe the growth of our business to date is directly attributed to ensuring our values are at the core of everything we do. Based in the centre of Hook, with free parking and excellent transport links. Offering a competitive salary depending on experience, with 23 days holiday, plus bank holidays and other company benefits.

### Applications & enquiries

Applicants should submit a CV and covering letter to [wendy@theotpractice.co.uk](mailto:wendy@theotpractice.co.uk) or if you would like to discuss the role in more detail please call and ask to speak to Wendy on 0330 024 9910.