



Job Description

Job Title: Senior Recruitment Consultant

Division: Contract

Reports to: Director

Hours of work: Office hours 08.00 to 18.00 or as required

Job Summary

To develop and maintain long standing and strategic relationships with Clients and Candidates throughout the Health & Social Care arena, offering a consultative recruitment solution suited to their needs. You will combine demonstrable experience of implementing the recruitment process, effectively matching suitable candidates for suitable vacancies/clients through qualification and referencing whilst also gaining a detailed understanding of the sector, further developing Whitehall's market presence. Aim to maximize opportunity within your given market to hit/exceed given targets for yourself and team. Responsible for development and support of team whilst always demonstrating the values and service of the Whitehall brand.

Main Duties and Responsibilities

Sales/Business Generation Activity

Actively develop knowledge of market to enable you to generate business and business pipeline, through canvass calling, use of marketing, networking and lead generation.

Write and place professional and effective job advertisements to attract candidates

Use marketing tools to generate business and source candidates.

Source, develop and manage candidate relationships within chosen competency

Qualify candidate suitability for current or future vacancies/clients, through questioning and referencing. Following best practice.

Qualify client suitability for current or future vacancies/relationship, through questioning and gaining the essential commitment to effectively manage the recruitment process with all parties needs in mind. This will include relevant client meetings. Following best practice.

Match and deliver candidates to job vacancies to Whitehall's delivery targets.

Maintain and develop current client relationships to ensure that at all times they receive the best service possible and to maximize business opportunity.

Work with colleagues to ensure the maximum opportunity to generate revenue is achieved.

Be able to use in-house IT system to generate candidates, clients and marketing material to a professional standard, in line with our Quality management standards.

Strive to achieve maximum revenue for Whitehall through effective objection handling and negotiation in line with company policy.

Manage recruitment process from start to finish with both Client and Candidate.

Deal with client/candidate queries and take ownership to follow up and ensure dealt with efficiently.

Manage placed candidates contracts and maintain client relationships with active contractors and placements.

Team Development

Be a positive role-model for all aspects of the job

Mentor and support team on general basis as well as direct reports

Positively motivate, direct and develop resourcer/s

Take ownership, contribute and influence team targets

Manage own Career Progression Plan

Administrative & General

Ensure records are kept in line with and adhere to the recruitment legislation of 2003 and encourage others to do so

Keep all paperwork/system work up-to date re candidates eligibility to work, permits, umbrella companies, etc.

Have sound understanding of Whitehall Consultants contracts and terms and conditions

Role- model demonstrate and work to Whitehall Consultants values and standards including terms and conditions and ISO procedures .In line with REC recommendations.

Prioritize work load and self manage to ensure working on productive activities to achieve maximum revenue at all times

Take accountability for own and team commission completion

Any duties as required.