

JOB DESCRIPTION – GROUP RECRUITMENT PARTNER

If this sounds like the perfect opportunity for you please submit your CV and cover letter to recruitment@continuumattractions.com

PURPOSE OF THE JOB

Work as part of the People Team to develop and implement a recruitment strategy that enables our portfolio of attractions and support office to attract, engage and onboard high calibre talent, who share our values and are committed to achieving our vision. Working in partnership with hiring managers this role is responsible for providing advice, coaching and support to managers, on sourcing strategies and best practice recruitment and selection techniques. This is a key role responsible for delivering an excellent candidate experience and a robust and inclusive recruitment and selection process.

KEY ACCOUNTABILITIES

- Develop a strong understanding of our portfolio of visitor attractions to promote our employer brands (what they do, work culture, environment and benefits) to potential employees.
- Review recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.
- Develop and implement a recruitment strategy to attract, recruit and assess a high calibre of talent for our roles.
- Use expert and sector knowledge to address resourcing difficulties and implement innovative solutions.
- Develop collaborative working relationships and act as a trusted partner to hiring managers, providing advice, coaching and support. Ensure a collaborative approach is taken to talent mapping.
- Deliver training for our hiring managers on best practice recruitment and selection techniques ensuring our teams are delivering an excellent candidate experience and inclusive recruitment and selection process.
- Liaise with hiring managers prior to recruitment to gather details needed for job descriptions, adverts, pre-screening, interviews and other selection techniques.
- Conduct regular salary benchmarking for roles
- Draft and place engaging adverts that highlight the attractions brand and values.
- Create, lead and manage multiple recruitment campaigns ensuring an excellent candidate experience and high-quality service.

- Advise on sourcing strategies and best practice recruitment and selection techniques, including shortlisting, interviews, making an offer, onboarding and pre-employment checks.
- Develop and promote innovative and engaging recruitment marketing techniques to build external talent pipelines and internal talent pools.
- Build relationships and negotiate with external organisations and agencies to secure the best rates.
- Proactively search for suitable candidates using CV / profile search tools.
- Support hiring managers by undertaking screening activities such as CV sifting, long listing and initial telephone / video interviews.
- Influence managers to follow a fair, robust and inclusive process to secure the best and diverse talent.
- Track the progress of recruitment campaigns, proposing / providing interventions as required. Report to hiring managers and the People Team on the status of open positions
- Keep up-to-date with industry thinking and development on recruitment and selection approaches.
- Work with the Group People Partner and onsite managers to ensure a seamless onboarding experience for our new team.
- Monitor recruitment metrics and produce regular management information reports.
- Participate in job fairs to boost company's reputation
- Observe and report immediately any incidents, which may affect the health and safety of other team.
- Take pride and responsibility in the appearance of the office.
- Attend all training sessions and team meetings as required.
- Ensure that all policies and procedures are adhered to
- Work towards objectives and personal development blueprint.
- Identify any suggestions for improvement to enhance the guest experience or colleague support.

This job description is not exhaustive and other duties or tasks may be required as specified from time to time in accordance with the job role

ATTRACTION/ OFFICE SPECIFICS

- Travel to our portfolio of visitor attractions is a requirement of this role.