

Employee		Job Title	Resourcer/Labour Manager
Department	Recruitment Operations	Location	Waterloo
Line Manager	Chief Operations Officer	No. of Direct Reports	0-3

<p>Job Purpose</p> <p>We are a vibrant, forward looking mid-sized business operating in several infrastructure construction market sectors. We are a growing business with strong values and a vision to provide clients with a tailored approach to delivering social value through successful infrastructure projects.</p> <p>We have strong desires around delivering a Social Value Impact through our recruitment strategies and we will require the successful candidate in this role to champion this effort by aligning our business with strategic sourcing partners such as the military, welfare to work providers, young offender rehabilitation institutions, and youth development charities.</p> <p>We are a growing business, and we are expanding our geographic footprint from our London HQ. We currently have circa 80 (white collar) full time employees which we envisage growing steadily. However, we plan to directly employ a proportion of our (blue collar) site operatives going forward, to provide more opportunity for a Social Value impact to be landed.</p> <p>Collaboration is key in this role and you will need to live by this value to liaise with and manage stakeholders ensuring targets are met in terms of recruiting for live vacancies and building a database for future opportunities, staying on top of potential and upcoming projects/workload.</p> <p>We are proud and committed to maintaining and building upon our diverse and inclusive culture, ensuring people from all walks of life can add value to our business allowing our employees to thrive.</p> <p>Due to successful work winning and a solid growth strategy we are looking to recruit a Resourcer/Labour Manager to join our team and build upon our success.</p> <p>This role is for a key position in our construction business to develop our in-house labour desk. As a Resourcer/Labour Manager, you will be responsible for the day to day recruitment and the associated payroll administration prior to handover to the accounts team. You will be expected to perform recruitment and resourcing duties and attend all necessary training that the company provides.</p>
<p>Key Accountabilities</p> <p>Recruitment & Resourcing</p> <ul style="list-style-type: none"> Resourcing new candidates to meet the project requirements Screening candidates Face to face and telephone interviewing of candidates Reference checking and database management Right to work checks Contracts as and when required Knowledge and ensuring compliance of IR35 Posting jobs to website, Social media and Job boards in line with KPI's set by management. Maintain a constant flow of new candidates to present to the operations team. You will also be responsible for sourcing new candidates in advance of orders received. <p>Client Liaison</p> <ul style="list-style-type: none"> You will be required to take orders accurately from the operations team in line with the company's order process. You will be a liaison with project managers at project start up stage and during any conflict situations as they are escalated You will be responsible for liaising with operations for time sheet collection and clarification where required.

Issue no.:	2	Date:	Feb 2019	Parent document:	HR Procedures	Filing location:	Held with HR
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- You will be responsible for escalating any issues to your line Manager or other management level that require that level of attention

IT

- You will operate the companies preferred CRM system to record ALL recruitment and client activity and contacts

Administration

- Upload all live orders on to CRM system at the earliest practicable opportunity
- Ensure all timesheets are accurately collated, sent to clients and authorisation obtained
- Work closely with the accounts team in getting the work force paid in a timely manner
- Ensure all relevant administration requirements are delivered on time and within commercial restraints

Compliance

- You will liaise with our Compliance manager to understand and Comply with all compliance requirements.
- No candidate to go out to work without being fully compliant

Sentinel Coordinator

- Maintain the sentinel database and training matrix for all sponsored staff
- Arrange drug & alcohol screenings when required.
- Identify medical requirements and arrange for staff to attend
- Identify training for staff, making sure this is undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Ensure the skills/competency matrix is maintained and correct.
- Ensure all contracts and paperwork is properly signed and filed.
- Identify when a new Sentinel card is required.
- Identify and arrange competence assessments as required.
- Arrange TVP's when required, ensuring we adhere to Sentinel Scheme rules.

Documentation

- Ensure all documentation processes are adhered to and manage all arising issues

Health and Safety

- Control and champion health and safety throughout your work
- Maintain the sentinel database.

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role. Procedures include (but are not limited to) the following:

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KPIs

You will support and help the company achieve the KPI's as defined within the Sustainable Business Plan. Ensure all management assigned KPI's are met on a continual basis

Job Requirements

Experience:

- Minimum 2 years' experience in a similar position in the recruitment industry
- Experience of recruiting a site based labour force with in infrastructure construction
- Knowledge of the sentinel scheme rules and the rail industry in general.

Issue no.:	2	Date:	Feb 2019	Parent document:	HR Procedures	Filing location:	Held with HR
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Technical Proficiency:

- An all-round knowledge Microsoft office suite
- Good communication and influencing skills, attention to detail, good problem-solving skills.
- Excellent IT and administrative skills
- Knowledge of contractual requirements for agency/temp workers
- Knowledge and experience of hiring blue collar workers in relation to IR35
- Experience of managing external agencies as and when required.
- Knowledge of alternative resourcing solutions – such as ex-military, ex-offenders or similar.

These roles and responsibilities are not limited to the above, you may be asked to do additional tasks related to your job role as directed by your line manager.

Competencies & Training Requirements

Sentinel scheme rules
 Sentinel database
 Training matrix
 Rail industry competence knowledge

BCM Leadership Behaviours (for any role):

- **Lead by Example** - demonstrate the BCM Leadership Behaviours, drive excellence, be a role model, challenge yourself and others.
- **Go Above and Beyond** - stretch yourself and others, use can-do and proactive approach, create innovative solutions and opportunities for business development.
- **Better Together** - take others with you, listen, be supportive, leverage diverse knowledge and expertise, have aligned objectives, recognise achievements and celebrate success.
- **Stick to the Agenda** - understand broader impact of your decisions, align actions with our Core Values and Strategy.
- **Build Trust** - always deliver on your commitments in an honest and transparent manner.
- **Improve Continuously** - invest time and effort into your development, ask and provide candid feedback, share your knowledge, best practices and lessons learned.

Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with BCM Policies & Procedures, in conjunction with any additional clients' requirements.

Name:			
Signature:		Date:	

Deputising Duties

*The undersigned have been briefed and understand the above job description and responsibilities.
 I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).*

Name	Position	Location	Date Briefed	Signature