



<b>Ref Number:</b>	<b>217/OC</b>
<b>Job title:</b>	<b>Senior Recruitment Public Sector Sales</b>
<b>Division:</b>	<b>Recruitment</b>
<b>Contract:</b>	<b>Permanent and Full-time</b>
<b>Responsible to:</b>	<b>Business Manager</b>
<b>Responsible for:</b>	<b>N/A</b>

## **The role:**

To be an advocate of the Commercial Services Recruitment Division brands and grow our business through full 360-recruitment activity in a specialist sector while acting as a role model to and supporting the overall growth of the team's performance.

## **Key Duties:**

As a Senior Consultant, it is expected that you will be billing a minimum of £3,500 a week gross margin after the first year.

Manage your desk as if it was your own business, developing and delivery consistent gross profit and being aware of missed/new opportunities by utilising your knowledge of the sector to identify, plan and lead on activities to grow your desk.

Maintaining relationships with customers supported by up to date in depth knowledge of your specialist sector and their wants and needs to anticipate and respond quickly to customer requirements.

Recruitment of candidates for your specialist sector using a variety of candidate engagement activities in order to build and maintain relationships ensuring Commercial Services brands are their 'go to' agency.

Accountability for your desk including fee negotiation with clients, keeping in mind the financial objectives of your desk and the business. Understand and report on the performance of your desk on a weekly or monthly basis as required and supporting the team manager with reporting the performance of the team.

Adhering to control measures and standards as required by our industry and/or your specialist sector, including the provision of compliant candidates and adhering to relevant policies, procedures and practices within our business and contracts with our clients/managed vendors.

Regularly seek feedback from clients on the suitability of candidates, monitoring their performance in a role and reporting the outcomes as required. Also seeking feedback on the provision of our service and working with colleagues to address any areas of improvement.

Administration relating to your desk including ensuring the CRM system is up to date and accurate.

Work proactively with other members of the team to identify potential leads, candidate hot lists and new clients to grow the business and maximise revenue and gross profit.

Deputising in the absence of the team manager.

Any other duties commensurate to the grade of the role as directed by the team manager or executive member.

**Other duties:**

**Health and Safety:** Adhere to the corporate policy on Health and Safety at work as well as taking responsibility for Health and Safety within the area of your control.

**Equality and Diversity:** Work positively in an equal opportunity and diverse environment and respect the unique contribution of every individual.

**Environmental Awareness:** To support the organisation's corporate Environment Policy by complying with relevant environmental legislation and carrying out your duties in an environmentally responsible manner.

**Internal & External Relationships**

**Internal:**

- Team manager
- Consultants
- Resourcers
- Finance Business Partner
- Recruitment Support Services Manager
- Head of Quality Assurance and Compliance

**External:**

- Candidates (Applicants)
- Agency workers/locums

- Clients including individual hiring managers or departmental heads
- Managed Service Vendors

## Person Specification

The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in your application, which back-up any assertions you make in relation to each criterion.

<p><b>*Criterion to be assessed via:</b>  <b>A = application form</b>  <b>I = interview questions</b>  <b>T = test or presentation at interview</b></p>
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Qualifications / Training	Essential	Desirable	Assessed via*
GCSE English and maths or equivalent	✓		

Experience / Knowledge	Essential	Desirable	Assessed via*
Good experience in a 360 degree recruitment/sales focussed role	✓		A/I
Experience of working within a public sector environment		✓	I
Understanding of the sector market and how it impacts on what we do		✓	I
Understanding of what makes up gross profit, pay statutory contributions, margins and fee calculations		✓	I
Sales techniques including objection handling, persuasion dealing with gatekeepers, planning & forecasting, lead generation	✓		I
Some knowledge of relevant legislation including Agency Workers Regulations, H&S, Agency Conduct Regulations, Equality, IR35 Off Payroll and data protection (including GDPR) and how it translates into operational activity & risks		✓	I

<b>Skills / Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed via*</b>
Good IT skills, particularly Microsoft Office packages	✓		T
Use of a Recruitment CRM system including, advert management, searches, vacancy management recording and management reporting	✓		I
Adapts communication style to the audience and the circumstance, and able to influence at all levels	✓		I
Organised and prioritises work to deliver against multiple activities	✓		I
Problem solving both internally and externally for our clients and candidates	✓		I
Handling difficult conversations with tact and integrity	✓		I

<b>Additional Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed via*</b>
Commitment to deliver Equality, Diversity and Inclusivity in recruitment	✓		I
Driven to succeed against targets but remains calm under pressure	✓		I
Committed to the profession and instilling the same passion in others	✓		A & I
Good negotiation and persuasion skills	✓		I

Confident in own ability but knows when to escalate an issue and doesn't over promise	✓		I
Committed to continuous improvement and personal development and actively seeks feedback on performance	✓		I
Personally accountable for tackling issues that impact negatively on our brand	✓		I

**Other**

This role will require some travel across the UK therefore the post holder will need to have access to appropriate transport

**Code of conduct**

We expect our employees to act professionally at all times both internally in the way we treat our colleagues and business partners and externally in the image, we project to our customers and suppliers.

**We expect all our team members to :**

- ✓ Be Caring – about their colleagues, their customers and our business
- ✓ Be Trustworthy – and do what they say they are going to do
- ✓ Be Proud – of their role in the business, what they do and how they do it

<b>Job Holder's Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		
<b>Line Manager's Signature:</b>		<b>Date:</b>
<b>Print Name:</b>		