



Job Description

Job Title: HR Recruitment Executive

Reporting to: HR Director

Location: Office Based, Swansea

Job Purpose:

Responsible for the delivery of an efficient and highly effective, end to end recruitment process for the SANS EMEA & APAC region. Providing best practice recruitment advice, guidance, and support on all aspects of the full recruitment lifecycle to ensure, an exceptional candidate and hiring manager experience, whilst delivering a seamless recruitment journey. The HR Recruitment Executive will proactively monitor, track and evaluate recruitment spend and sourcing methods to ensure cost effective service delivery.

Main duties and responsibilities:

Policy

- Ensure the SANS Recruitment Policy and associated procedure are regularly reviewed and updated in line with current legislation and best practice.
- Assist Business Unit Leads and Hiring Managers to understand and implement the SANS Recruitment Policy.

Recruitment

- Obtain 'Authority to Recruit' via the agreed approval process.
- Work with recruiting managers to draft job adverts, job descriptions and person specifications.
- Source candidates, maximising the candidate pool using internal vacancy bulleting, recruitment agencies, social media channels, website, and job boards where appropriate.
- In line with the agreed job description, prepare relevant interview material, supporting recruiting managers at interviews where required.



- Produce all new starter documentation to include offer letters, contracts, and new starter forms.
- Deliver new starter onboarding and induction training, ensuring induction material is relevant and up to date.
- Carry out new starter processes in line with New Starter Protocol to include, payroll and IT set up, eligibility and reference checking.
- Ensure legal compliance and best practice processes when recruiting in the wider EMEA and APAC region.
- Positively promote, and ensure compliance with, the Company's commitment to Diversity & Inclusion for employees and candidates.
- Track the candidate experience through the recruitment and on boarding process to ensure continuous improvement.

HR Administration

- Ensure relevant recruitment trackers and spreadsheets are maintain and updated daily.
- Maintain candidate details in line with GDPR regulations.
- Ensure the recovery of equipment for leavers, updating the Equipment Tracker as necessary.
- Produce monthly Recruitment Update reports for HR Director and wider EMPAC Leadership Team.
- Activate 'Leavers Process' including liaising with the relevant hiring manager to obtain an 'Authority to Recruit' where a replacement is required.

General

- Research and identify solutions to recruitment issues outside of the UK.
- Attend recruitment events where necessary.
- Establish and maintain relationships with relevant stakeholders and third parties to include, Recruiters, Universities & Colleges, training providers.
- To assist and support junior team members, providing help, advice, and guidance where appropriate in relation to Recruitment & Selection processes and procedures.
- To undertake such other duties, training and/or hours of work commensurate with the role.
- Support HRD, HRM and HRE to deliver strategic HR initiatives, engaging in ad-hoc project-based work.