

Forward thinking
Straight talking



Assistant Recruitment Advisor

JOB SPECIFICATION

Gateley /

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| POSITION: | Assistant Recruitment Advisor |
| LOCATION: | Birmingham |
| CONTRACT TYPE: | Permanent |

The *role*

As an Assistant Recruitment Advisor, you will bridge the gap between our Recruitment Advisors and Recruitment Administrators, ensuring a seamless candidate management and attraction process. This role is pivotal in supporting the advisor team in sourcing, screening, and maintaining positive candidate experiences throughout the recruitment journey. You will work closely with the recruitment team to deliver high-quality talent acquisition services that align with Gateley's forward-thinking and straight-talking ethos.

Key Responsibilities:

- **Candidate Sourcing:** Utilise various channels such as LinkedIn, job boards, social media, and our internal CRM to identify and engage with potential candidates.
- **Support Recruitment Advisors:** Collaborate with Recruitment Advisors to understand role requirements and assist in fulfilling client needs.
- **Candidate Experience:** Ensure every candidate has a smooth and positive journey from application to hire, maintaining Gateley's high standards.
- **Relationship Management:** Build and nurture relationships with candidates, acting as a key point of contact throughout the recruitment process.
- **Technology Utilisation:** Leverage ATS (Applicant Tracking System), LinkedIn, and other recruitment tools such as ATLAS to manage and track candidate pipelines efficiently.
- **Market Adaptability:** Display flexibility by sourcing for a variety of roles, including niche and technical positions.
- **Collaborative Engagement:** Work closely with the Talent Acquisition Partners across multiple locations to ensure consistency and quality in the recruitment process.
- **Headhunting and Networking:** Proactively source passive candidates through networking and headhunting, ensuring alignment with client requirements.
- **Screening and Assessment:** Conduct initial screenings, telephone interviews, and manage assessments to evaluate candidate suitability.
- **Reporting and Data Management:** Maintain accuracy in ATS updates and complete regular recruitment reports to track progress and outcomes.
- **Brand Representation:** Present Gateley's brand compellingly to candidates and act as an ambassador at client presentations, industry events, and networking functions.

The *team*

The recruitment team at Gateley Plc is responsible for attracting and hiring top talent to support the company's growth and success, ensuring that the Group attracts the best talent, builds a strong talent pipeline, and maintains the company's employer brand and reputation throughout the recruitment process.

The team is currently 12 in size, covering all areas of the business at all levels. Led by the Head of Recruitment, it is an exciting time for the team as the business continues to grow and evolve, providing opportunity for not only recruitment delivery but also a variety of projects and process improvement.

The *person*

You will ideally have a minimum of 2-3 years in a recruitment support or similar role, preferably within a legal or professional services environment.

You will possess strong candidate sourcing, screening, and relationship management skills, and be proficient in using recruitment technology and ATS platforms.

Excellent communication skills and attention to detail, as well as having the ability to manage multiple priorities is a must, along with being a strong team player with a proactive approach to problem-solving.

You will be able to work in a fast-paced environment and adapt to changing recruitment needs.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five

elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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