



Operated by Midland Metro Ltd

Recruitment & Workforce Officer

Wednesbury, West Midlands

Salary From £27,500 to £31,131

West Midlands Metro is the region's popular and growing tram network, operated by Midland Metro Limited (MML). MML is owned by the West Midlands Combined Authority. It is an inspiring time for MML as the Combined Authority delivers a £1.3 billion investment plan set to significantly expand the tram network, bringing even greater connectivity to people, places, and business.

The Role

We currently have an exciting opportunity for a Recruitment & Workforce Officer to join our HR and OD department. This role will be pivotal to the growth of MML over the next 18 months. You will be responsible to attracting and retaining applicants with the right skills, attitudes, and behaviours to support the MML expansions programme.

In this key role you will be responsible for the managing and overseeing internal and external recruitment for MML, by providing a range of recruitment solutions for our business areas. You will also enable MML to attract and retain a high calibre and diverse candidates to our roles.

Key Responsibilities:

- Working closely with the manager to run and oversee recruitment for a wide range of roles for their departments.
- Managing the end-to-end process for recruitment including developing and running recruitment campaigns.
- Working with local stakeholders to deliver SWAPS and local initiatives.
- Ensuring detailed briefs are undertaken for each vacancy.
- Supporting in the creation of job descriptions and job advertisements.
- Advertisement on social and multimedia channels.
- CV reviewing and candidate and telephone screening.
- Advising and managing applicants through the interview and selection process.
- Acting as a point of contact for recruitment.
- To support the Head of HR with monthly statistics and workforce data.
- Understanding of Employment Legislation and Right to Work In UK

Please see the full list of responsibilities on the Job Description attached.

What you'll need:

- Previous experience in managing the recruitment cycle from the creation of a brief to offering the successful candidates
- Delivery of recruitment services from a recruitment service from a recruitment agency, MSP, or in-house environment.
- Experience using direct sourcing tools (such as LinkedIn).
- Passionate about creating an excellent candidate experience.
- Commercial understanding of a business and how recruitment can support the requirements of stakeholders.

- Strong organisational skills with the ability to manage multiple recruitment campaigns with tight deadlines.
- Ability to work effectively with colleagues and stakeholders at a range of levels.
- Ability to develop good working relationships with stakeholders, team members and others within the wider recruitment function.
- To have GCSE Maths and English at Grade C or above.
- Have a certificate Recruitment or HR Practice

What we offer in return?

- Competitive Salary.
- 25 days holiday + bank holidays.
- Free travel on West Midlands trams and buses for you and your partner
- Contributory Pension Scheme.
- Life Insurance
- Discounted Gym Membership.
- 24/7 365 Employee Assistance Programme (EAP)
- Company Uniform

Are you interested? If so, we'd love to hear from you!

Please send a CV with a covering letter to Recruitment@westmidlandsmetro.com

Questions:

- 1) What type of experience do you have in recruitment?
- 2) Please describe your experience in workforce data and information, please give an example?
- 3) Do you have experience in working with recruitment and HR Systems, if yes please give an example?
- 4) What experience do you have of dealing with high volume recruitment?
- 5) Please describe your experience of designing a recruitment campaign.

Closing Date: 24th August 2021

Interviews will be held form 1st September position to start as soon as possible.