

Midland Metro Limited (MML) – Recruitment & Workforce Officer

Post Title:	Recruitment & Workforce Officer
Department:	HR and OD Department
Location:	Wednesbury
Reporting to:	Head of HR & OD
Direct Reports:	1 x Staff Member
Role Purpose:	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. To enable MML to attract and retain a high calibre and diverse candidates to our roles.
Role Responsibilities:	<ul style="list-style-type: none"> • 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 details brief is undertaken for each vacancy. • Support 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. • Effectively managing the offer and onboarding process. • Acting as a point of contact for recruitment • To support the Head of HR with monthly statistics and workforce data. • To be able to design workflows and reports and data quires. • Liaise with local colleges and schools for open days job fairs and local community events. • To Manage MML’s Student Placement Program. • Understanding of Employment Legislation and Right To Work In UK
Training:	<ul style="list-style-type: none"> • Personal track safety • Competencies appropriate to the role
Health & Safety:	<ul style="list-style-type: none"> • To work within line with the MMLs Safe Systems of Work.

	<ul style="list-style-type: none"> To work within MML vision Safe and Secure Reliable and Sustainable
Decision Making Authority:	<ul style="list-style-type: none"> Within the MML governance arrangements for change
People Management:	<ul style="list-style-type: none"> Management of contractors as and when required. To work effectively as a member of the Engineering team To work collaboratively and collectively with and across multi project teams
Legislation & Compliance:	<ul style="list-style-type: none"> In common with the whole rail industry, the successful applicant will be required to pass a stringent drugs and alcohol test.

Person Specification – Recruitment & Workforce Officer

Tasks:	Level of Experience	Desirable Or Essential
Work Experience:	<ul style="list-style-type: none"> • 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 services 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 requirement of stakeholders. • Strong organisational skills with the ability to manage multiple recruitment campaigns with tight deadlines. • Ability to work effectively with colleagues and stakeholder at a range of levels. • Ability to develop good working relationships with stakeholders, team member and others within the wider recruitment function. 	Essential Desirable Essential Essential Essential Essential Essential Essential
Education:	<ul style="list-style-type: none"> • To have GCSE Maths and English at Grade C or above. • Have a certificate Recruitment or HR Practice 	Desirable
Managing People:	<ul style="list-style-type: none"> • To work alongside other departments within the Company. 	Essential
Communication:	<ul style="list-style-type: none"> • Must have excellent interpersonal skills • Good attentions to detail • Good communication skills in written and verbal communications. • Be able to work on their own and as part of a team. 	Essential
Additional Qualities:	<ul style="list-style-type: none"> • Have proven experience of working with data and statistic. • Understand Employment Legislation 	Essential
Personal Attributes:	<ul style="list-style-type: none"> • To be trustworthy • To be reliable and punctual • To take pride in their appearance and adhere to the Company Dress Code Policy and Procedures. 	Essential
Driving through Change:	<ul style="list-style-type: none"> • To be a responsible team member and contribute your ideas through the correct forums. 	Desirable
Drugs & Alcohol	<ul style="list-style-type: none"> • To undertake drugs and alcohol testing in line with current company procedures and policy. 	Essential

