



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Recruitment Adviser
Internal Reference	CEN-0141
Business Unit / Group Function	Central Services
BU Team / Sub-Function	HR
Location	Arete
Team Leader	HR Business Partner
Role Level	4B
Team Members	No
Role Purpose To provide expert in-house recruitment support across all Central Services requirements in line with the agreed sourcing strategy. Working directly with hiring leaders, HR function and external recruitment partners to deliver the successful recruitment of high performing candidates whilst ensuring excellent candidate experience.	
Accountabilities • Coordinate the end-to-end Recruitment and Selection process, working closely with hiring managers and HRBP/HRM's to create and execute tailored resourcing plans, providing advice and guidance throughout to ensure successful outcomes. Undertake screening activities, including administration of psychometric testing and providing appropriate short-lists as agreed • Utilise internal recruitment processes and appropriate external advertising platforms to attract and identify suitable high-quality candidates and support them through the recruitment process, ensuring the provision of an excellent candidate experience and the achievement of all recruitment KPI's • Develop methods to target and attract direct applicants as a priority, sourcing and attracting candidates through targeted searching on multimedia platforms, engaging and retaining interest through appropriate communications and promotion of our employer brand to build a diverse talent pool and minimise advertising and agency spend • Be the ATS system expert for the team, inputting, updating and reconciling data as required to ensure that the information is accurate and up to date. Produce regular reports and statistics on the recruitment processes to help monitor performance, make recommendations and aid decision-making • Collate and manage the documentation from each interview, auditing for completion and adherence to process, and obtaining right to work documents with an understanding of GDPR and its application during the process. Support adherence of all relevant legislative requirements relating to the attraction, assessment and selection of candidates • Develop and maintain key stakeholder relationships including hiring managers and external recruitment partners to ensure strong market intelligence, the availability of high-quality candidates, diverse shortlists and to promote our reputation as an employer of choice	
Created by:	Fiona MacMillan
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HRBP:	Kirsty Morris



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