



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Recruitment Manager - ODC
Business Unit / Group Function	Central Services, ODC
BU Team / Sub-Function	HR
Location	China
Team Leader Role	HR Business Partner – Greater China
Role Level	4A
Team Members	No
Role Purpose Deliver professional in-house, operational resourcing across a diverse range of roles and functions based within the ODC business units. Understand resourcing plans across relevant functions and manage a joined-up approach to increase the flow of talent across Business Units whilst attracting and pipelining external talent. Increase recruitment and selection capability of Leaders within the business. Deliver an exceptional candidate and hiring manager experience with the HR team to ensure a smooth process all the way through hire.	
Accountabilities <ul style="list-style-type: none">• Work closely with HR Team to ensure an understanding of workforce/resource plans and talent requirements as well as providing expertise and solutions that deliver against them. Lead, manage and support the end to end Recruitment and Selection process, including administration for all allocated positions ensuring best practice is applied and policy/process adherence.• Maintain Careers Hub in order to proactively manage the volume of vacancies/candidates across the Business Unit.• Target, influence, and engage with passive candidates through networking, online databases, employee referrals, strategic partnership, and other innovative programs. Ensure the delivery of a world class candidate journey for all applicants within the recruitment process.• Manage end to end relationship and process with external recruitment agencies to ensure consistent T&Cs are applied.• Manage the preferred supplier list through regular review, agree competitive term of business and maintain strong communication and relationships. Ensure engagement with our business and brands to ensure candidate experiences are managed to the required standard.• Provide first line advice and coaching for hiring leaders across the Business Unit on recruitment processes and proactive candidate management.• Measure and monitor recruitment activity and campaigns, producing meaningful management data and reports as required. Ensure data input and management to our HRIS.• Build and maintain a pipeline of external talent across maximising the channels available such as internal employee referrals, Linked In network and speculative enquiries. Establish, maintain and share a database across the HR team in order to maximise.• Liaise with Global Communication team to support the Linked In contract and development of a content plan that meets workforce planning requirements.• Provide support and participation in other special projects as required	



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