

Job Title	Recruitment Manager (18 month temp contract)
Business Unit	ODC BU
Function/Region	Human Resources
Location	New York, NY
Leader	Head of HR, US
People Leadership	None
Job Level	4A
Role Purpose Deliver professional in-house, operational resourcing across a diverse range of roles and functions based within the US 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 US HR team to ensure a smooth process all the way through hire.	
Accountabilities <ul style="list-style-type: none"> • Work closely with US 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. • Provides support and participation in other special projects as required. 	
Values	



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

Deciding & Initiating Action

- Makes prompt, clear decisions which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative and acts with confidence
- Initiates and generates activity

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be a part of a much larger system

Persuading & Influencing

- Makes a strong personal impression on others
- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Promotes ideas on behalf of self or others
- Makes effective use of political processes to influence and persuade others
- Builds strong, trusted relationships within the functional team and key stakeholders

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict

Coping with Pressures & Setbacks

- Works productively in a pressurised environment
- Keeps emotions under control during difficult situations
- Balances the demands of a work life and a personal life.
- Maintains a positive outlook at work.
- Handles criticism well and learns from it.

Skills and Qualifications:**Essential:**

- In-house recruitment experience
- Experience and expertise in digital media recruitment tools such as, LinkedIn, online Jobs board experience.
- Proficiency in competency based interviewing alongside knowledge of a wide range of selection techniques
- Experience of managing stakeholder relationships and influencing across a range of levels
- Experience of matrix working and reporting
- Must be able to plan and prioritize against competing priorities and multiple searches, manage candidates/hiring managers against tight timelines and use metrics to show results
- Experience in implementing effective strategies for sourcing passive candidates
- Excellent listening, written and verbal communication skills
- Action oriented and results-driven

Desirable:

- Degree or equivalent qualification
- Qualified to undertake selection testing- Level A and Level B – preferable
- Experience recruiting sales, marketing, and corporate positions
- Experience in a CPG organization and/or alc-bev industry preferred