

Job Description – Resource Coordinator

Department	People
Grade	Grade 10
Reporting to	Resource Partner
Direct reports (yes or no)	No
WTW Code	AHR000-P2-10

Job Purpose

- As Resource Coordinator you'll play a key role in helping MIB to achieve our strategic objectives by delivering a seamless end-to-end recruitment experience across permanent and temporary roles, ensuring a great candidate and hiring manager journey.
- You'll partner with hiring managers to identify resourcing needs, manage campaigns, and ensure compliance with internal processes and external regulations.

Key accountabilities

- You'll lead initial resourcing discussions with MIB hiring managers to define role requirements.
- You'll create and manage recruitment campaigns, using the most effective methods to attract and recruit great talent to help MIB to achieve our objectives.
- You'll write compelling job adverts and information packs to attract the right skills and experience and publish these across relevant platforms.
- You'll coordinate with our procurement team and partner agencies for temporary hires, ensuring due diligence and IR35 compliance.
- You'll schedule and support interviews and assessments, ensuring a smooth and positive candidate experience.
- You'll support hiring managers along the recruitment process ensuring the correct process is followed.
- You'll provide timely feedback to candidates and agencies following interviews and campaigns.
- You'll coordinate start dated and issue contracts.
- You'll support administering the QDOS IR35 status determination process for temporary resource requirements.

Key accountabilities

- You'll maintain accurate records and report on recruitment activity, providing data and insights to various MIB stakeholders.
- You'll contribute to the continuous improvement of policies, processes, and systems, always looking for ways to enhance the candidate and hiring manager journey.
- You'll be an ambassador of MIB, positively representing our employer brand.
- You'll build and maintain good relationships with Line Managers, MIB Teams and our Recruitment Agency partners.

Role requirements

- Previous experience of working in an in-house resourcing role with an excellent understanding of the end-to-end recruitment process.
- A good understanding of relevant legislation such as the Equality Act and GDPR regulations.
- Excellent customer centricity with a passion for providing exceptional customer service.
- Proven administration experience in a fast-paced environment with an ability to document processes, actions taken and track progress.
- Excellent organisational skills with an ability to prioritise and manage multiple tasks and deadlines at any one time.
- Outstanding interpersonal and communication skills with experience of communicating to internal and external parties at all levels face to face as well as by phone, email and MS Teams.
- Proven stakeholder management experience with an ability to build and maintain good relationships.
- Ability to handle sensitive information with discretion.
- Excellent attention to detail and high levels of accuracy.
- A sense of personal responsibility to be proactive and drive actions forward.
- A sense of pride in your work and an ability to positively represent MIB.
- Knowledge of IR35 regulations would be an advantage but not essential.
- CIPD Level 3 qualification would be an advantage but not essential.