



## Internal Recruiter JOB DESCRIPTION

Smith Partnership is a leading law firm in the Midlands. A forward thinking and progressive firm employing around 200 staff throughout 5 offices.

<b>Job Title:</b>	Internal Recruiter
<b>Department:</b>	HR
<b>Hours:</b>	Full time or part time
<b>Location:</b>	Norman House, Derby
<b>Reporting to:</b>	Head of HR

### **Main Purpose:**

To support the development and delivery of a high-quality recruitment service, across the Firm from early careers to senior posts. That enables the firm to attract and retain high calibre talent to support the growth plans of the firm.

Working with our Heads of Department and Head of HR you will play a key role in ensuring the best candidate experience.

### **Job Content – Main Duties, Tasks, and Responsibilities:**

- Provide a full recruitment and onboarding service across the Firm with the support of the Head of HR and wider HR team.
- Work alongside Heads of Department / line managers and the Head of HR to create and lead all job campaigns.
- Support with all aspects of the recruitment selection process including but not limited to:
  - Pre-screening, advertising, selection processes, communication to candidates
- Identify strategies to attract, convert and assess candidates for Smith Partnership.
- Work with select recruitment agencies on our PSL (preferred supplier list).
- Review CVs/applications and provide feedback in a timely manner.
- Provide feedback to all candidates and keep them updated on the recruitment process.
- Support recruitment social media campaigns for the firm.
- Support the development of a Smith Partnership talent pool and talent pipeline across the firm.
- Work with recruiting managers to talent map.
- Maintain all records accurately within the HR systems and databases and report any

issues as necessary.

- Provide regular and ongoing updates to the Head of HR on all current live vacancies, talent pool and talent pipeline.
- Work with the Head of HR and HR & Learning and Development Officer to create induction plans for all new starters. Arrange onboarding training with appropriate members of staff.
- Support with the firm wide induction process.
- Work with the Head of HR and Business Development team on employer branding strategies and campaigns to attract candidates and build on engagement.
- Organise and attend recruitment fairs and events with relevant universities and colleges to strengthen our early careers model, in partnership with firm representatives and Business Development team.
- Work with the IT trainer to ensure onboarding runs smoothly for new starters and all employees have the relevant training and support required.
- Ensure queries from colleagues and external communication is responded to in a timely manner.
- Keep up to date with market trends and recruitment initiatives.
- Develop strong working relationships with key stakeholders both internal and external.
- Monitor and report key recruitment metrics identifying any risk as appropriate to the Head of HR.
- Ensure recruitment processes are robust, fair and inclusive.
- Support other members of the HR team where required.

#### GENERAL

- To promote the image of the firm at all times as a professional, effective and efficient provider of legal services.
- To perform any task or duty under the reasonable direction of senior staff within the firm.

#### STAFF MANAGEMENT

- Responsibility to provide general advice and assistance to staff and managers – including training and development needs.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the remit of this role.

This Job Description covers the current range of duties and will be reviewed from time to time. Smith Partnership reserve the right to change the Job Description if the business requires it.





**Internal Recruiter  
PERSON SPECIFICATION**

Requirement	Essential	Desirable	How assessed
<b>Education &amp; Qualifications</b>			
Educated to Degree level or equivalent experience		Y	A
Relevant professional qualification		Y	A
Working towards or obtained CIPD qualification at level 3 or above, or desire to work towards		Y	A
Commitment to ongoing professional development	Y		A/I
<b>Experience</b>			
Experience of working in a recruitment role either in-house or external	Y		A
Previous experience of supporting recruitment within the legal sector/ professional services		Y	A/I
Demonstrable experience of recruitment and selection procedures	Y		A/I
Sourcing candidates from a variety of methods	Y		I
Managing multiple campaigns for roles at different levels	Y		A/I
Creating and maintaining talent pools and talent pipelines	Y		I
Experience of using HR systems and/or an ATS		Y	A/I
<b>Professional Knowledge and Skills</b>			
Knowledge of recruitment solutions and best practice	Y		I
Knowledge of current employment law legislation		Y	I
Strong stakeholder management	Y		I
Strong ICT skills	Y		A/I
Excellent verbal and written communication skills	Y		A/I
Excellent planning and organisation skills	Y		I
Commercial awareness	Y		I
<b>Personal Attributes</b>			
Ability to self-evaluate and reflect	Y		I

Able to adapt to changing circumstances and new ideas	<b>Y</b>		<b>I</b>
Attention to detail	<b>Y</b>		<b>A/I</b>

**Key:**

A – Application

I - Interview

This job description may be amended at any time in consultation with the postholder.

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_