

Ian Kirk

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Work Experience

Recruitment and Resourcing Officer

HALTON BOROUGH COUNCIL - Widnes
November 2018 to Present

Overview

Provide resourcing advice to customers in accordance with Council policies and procedures, employment legislation, and HR established best practice.

Deliver end-to-end recruitment / resourcing processes from identification of need to determination of contract / placement start dates.

Have responsibility for a portfolio of recruitment activity, using an Automated Tracking System (ATS) to manage and progress on-line recruitment.

Facilitate the effective acquisition and use of Agency Workers.

Key Duties

Project and Process

Project management focus to enhance the recruitment life cycle and Employee Brand by performance review of the ATS and careers web site.

Development of automation within the recruitment lifecycle via ATS to enhance candidate and line manager experience

Production of MI/BI to enhance and drive efficiency in the recruitment process and defining process this included

- Diversity
- ROI
- Advertising
- Time to Hire
- On boarding
- Workforce planning.

Currently embarking on project managing the development of the Employee Value Proposition and Employer Brand.

Day to Day Duties

- Be the first point of contact for managers / schools on the matter of resourcing requirements, providing business focused advice and guidance on the most appropriate resourcing option(s) for their needs (e.g. permanent contract, temporary contract, casual role, agency placement, apprenticeship, Intermediate Labour Market placement)

- Advise managers and head teachers on all aspects of the Council's recruitment and selection policies and procedures to ensure that employees are recruited fairly and openly and the Council's Equal Opportunities Policy is adhered to.
- Ensure the effective drafting of vacancy bulletins, job advertisements, job descriptions and person specifications, providing guidance, support and quality assurance to ensure accuracy, compliance with employment legislation and Council policy, and alignment with the Council's employer brand.
- Place job advertisements into designated electronic portals using the Applicant Tracking System, and where required facilitate distribution to social media channels / external professional websites.
- Identify shortlisting criteria for roles being recruited to, providing guidance to managers on the effective development of interview questions and facilitate

Recruitment Manager

Swinton Insurance
June 2015 to July 2017

Talent and Attraction Advisor

October 2007 to June 2015

This role works at a business partner level within the Resourcing function. The focus is on internal and external stakeholders to ensure a consistent and professional approach for all recruitment requirements is given. My main focus is ensuring that we are delivering an outstanding service to support our current and future growth.

As the Talent Attraction Advisor for the System Development and System Support departments. Over a period of 16 months I drove direct hires from 0% to 70% reducing agency spend by over £170k.

Our System Development division was a .net development based environment.

Roles required and recruited for were .net Developers, Test Analyst (manual and automation) and Business Analyst. These positions ranged from junior through to senior positions. Other positions recruited for were sql database developers to system architects and other various roles as required for the department.

These roles were either permanent or contractor roles. I controlled the contractor database which enabled me to keep an accurate focus on cost, contract length and extensions.

This was done by

- Direct sourcing through passive candidate attraction, referrals, networking, database searching advanced Boolean string/searching, external job postings using Broadbean and LinkedIn Recruiter.
- Promotion of the department via social media.
- Review of the Recommend a Friend scheme.

- Online media campaign - enhanced SEO, Pay per click, banners on relevant job boards etc working with SMRS marketing agency.
- Gaining UKBA Sponsor Licence - Tier 2.
- Enhancing the selection material.

Further cost saving of £250,000 has been achieved by me introducing Tier 2 Certificate of Sponsorships, via UKBA to convert a number contractors onto fixed term contracts and offering Tier 2 sponsorship to successful candidates who required it.

Role and responsibilities

- Application acknowledgement, outcomes, invite to selection events. Manages the results, regretting or making offers to the candidates as appropriate. Ensuring full feedback is given when requested.
- Administer and score psychometric tests as required - Level A. and B
- Liaise with the operational managers with regards to inductions needed and attendees for each course on volume and single vacancies.
- Responsible for managing the end to end resourcing plan and strategy.
- Working collaboratively with the recruitment advertising agency to ensure branding guidelines are adhered to.
- Ensure all current job descriptions are comprehensive and up to date.
- Responsible for the recruitment activity in the Resourcing Managers absence.
- Line management responsibility for 2 recruitment coordinators.
- Attendance at operational recruitment meetings as and when required.
- Provide a weekly report to the Resourcing Manager on recruitment KPI activity e.g. vacancies, supply of vacancies, sourcing activity, cost per recruit, time to hire, conversion rates.
- To take and resolve resourcing queries (in person, phone and e-mail) and ascertain needs within standards as set down within the Recruitment Policy.
- Provide professional resourcing service to all areas of the IT internal customers to ensure a consistent, professional and legal approach for all recruitment requirements.
- Working as part of a project team "People Matters" which is tasked with enhancing the employee lifecycle. Areas reviewed, strategic operational plans focusing on candidate attraction using new forms of media to promote brand awareness and career opportunities via apprenticeships, on boarding, employee engagement, and succession planning.

Head Office

- Worked with HR Business Partners to support various head office support functions restructures and growth. I have recruited for our Legal Department, Finance, Business Change, Marketing, Customer Insight, and Quality and Compliance. All of which I supported through the entire recruitment life cycle - positions range from Junior through to Senior Manager Level.
- Design of all selection material and supporting the hiring managers through the selection process.

Retail Network and Call centres

- Working closely with line managers and department members in delivering robust resourcing strategies to support current and future growth of the nationwide branch network.
- Contact centres increased from 3 to 6 nationwide with a FTE increase of 60% of which I have supported in the recruitment of needs. This included new departments created to deal with our expanding portfolio range.
- Attended operational recruitment meetings to provide guidance and support to hiring managers in planning long term resourcing requirements throughout the branch network and contact centres.
- Worked on demographic Mosaic profiling of geographical areas to ensure diversity, and talent pools were available.
- Produced weekly report to the Resourcing Manager on recruitment KPI activity e.g. vacancies, supply of vacancies, sourcing activity.
- Managed the assessor pool and accreditation process.
- Designed and facilitated assessment centres to ensure legislation and fairness are applied.

Education

Certificate in Personnel Practice

City & Guilds