

Job description

Job title	Interim Recruiter (Fixed Term 6 mths)
Division	HR & Administration
Career Level	3
Responsible to	HR Manager

INTRODUCTION

Porton Biopharma Ltd, Porton Down is a medium sized life-science company performing a range development and manufacturing roles for biopharmaceuticals. This also includes all associated support functions from logistics through to engineering, quality control / quality assurance, regulatory affairs and management. The Company manufactures two licensed products, Erwinase[®] and the UK's Anthrax Vaccine as well as providing R&D services for product development.

The HR & Administration Team are responsible for providing HR and Administration support to the business and divisional areas. The team is managing and delivering a full range of human resource services. A successful candidate will provide advice to solve problems, create value, improve growth, and maximise business efficiency and profitability.

JOB SUMMARY

We are looking for an experienced recruiter (pharmaceutical or biotechnology) to join our HR team in identifying hiring needs and filling job openings. The responsibilities of a recruiter include identifying future hiring needs, designing job descriptions, sourcing candidates through databases and social media, conducting interviews when necessary, filing paperwork as required.

A successful candidate has excellent interpersonal skills, is organised and detail oriented. The job holder will need to build positive relationships in order to gain a better understanding of manager's recruitment needs and requirements.

Communication and key working relationships

Internal

- Recruiting Managers
- Executive Team
- HR & Administration Team

External

- Recruitment Agencies
- HR Software Providers
- HR Professional Bodies & Agencies

MAIN DUTIES AND RESPONSIBILITIES

- Screening candidates, interviewing them, running background checks
- Attracting candidates by drafting advertising copy for use in a range of media, as well as by networking, headhunting and through referrals
- Communicating with managers to build and develop positive relationships
- Advertising vacancies by drafting and placing adverts in a range of media, such as newspapers, websites and magazines; using social media to advertise positions, attract candidates and build relationships
- Headhunting - identifying and approaching suitable candidates who may already be in work
- Receiving and reviewing applications, managing interviews and creating a shortlist of candidates for the managers
- requesting references and checking the suitability of applicants before submitting their details to the client
- briefing the candidate about the responsibilities, salary and benefits of the job
- Informing candidates about the results of interviews
- Negotiating pay and salary rates and finalising arrangements between managers and candidates
- Contributing to the implementation of HR/recruitment software
- Working with the HR team and performing various ad hoc HR activities

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

You should adhere PBL values and behaviors:

- Passion
- Respect
- Integrity
- Diligence
- Excellence in Execution (E²)

Person specification

	Essential	Desirable
Eligibility		
Current, valid Right to Work in the UK	<input checked="" type="checkbox"/>	
A good standard of written and spoken English Language	<input checked="" type="checkbox"/>	
Qualification		
CIPD or equivalent educational achievement (Level 3) plus experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coaching and mentoring qualifications/experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MSc/MA in HRM or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge and experience Experience as defined by type/level (not length)		
Experience in leading, developing and delivering a change programme whilst improving employee engagement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven experience of being able to multitask, prioritise and coordinate key projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recruitment & Agency experience, an understanding of the recruitment cycle and process	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of the pharma and biotechnology industry	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills and capabilities		
Strong analytical skills and delivery of change management programmes. Ability to strategise and formulate HR actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Computer savvy with working knowledge of HR IT systems/implementation and have knowledge of Job Boards and Social Media	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent verbal and written communication and consulting skills with an ability to build relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Head hunting skills, through contacts and social media	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Equality and diversity		
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	<input checked="" type="checkbox"/>	

Job description agreed with the post holder:

Employee Name:	Date:
Employee Signature:	

Manager Name:	Date:
Manager Signature:	