

Job Framework, International Recruitment Advisor



Purpose:

Reporting to the Head of Recruitment, you will be responsible for the pro-active management of all dimensions of MSI international recruitment campaigns from start to completion, including briefing meetings with manager, advertising, candidate attraction, interviewing, reference checking, offers, contractual documentation and “on-boarding”.

job Title:	Location:	Reporting to:	Probationary Period:
International Recruitment Advisor	Central London	Head of Recruitment	6 months

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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Key Responsibilities	Measure
<ul style="list-style-type: none"> Resourcing Requirements: Liaise with line managers, directors and other departments on resourcing needs; Knowledge of MSI: Maintain an in-depth knowledge of MSI's work throughout the partnership ensuring that recruitment happens in accordance with the organisational strategic plans; Advising Managers: Advise managers on MSI's recruitment and employment policies and procedures, as well as legislative requirements; Operate as “technical expert” on recruitment and International Assignee issues; Candidate Attraction: Attract, source and identify candidates for international employment, ensuring recruitment, selection and engagement activities comply with MSI and donor policies and appropriate legislation; Advertising: Produce accurate and concise advert copy for vacancies and place adverts internally and through external media; Information Management: Prepare documents for MSI recruitment web pages to ensure that web pages are “fresh” and up to date. Liaise with internal and external stakeholders in relation to the recruitment website and review branding annually. 	<ul style="list-style-type: none"> Pro-actively meet with managers to discuss changes resourcing needs and sourcing strategy Attend lunchtime talks, team meetings and actively research developments in the organisation Meet with line managers to find out about departments; shadow International HR Manager and Recruitment Advisor Provide accurate and timely advice to managers on HR policies and procedures Make recommendations to hiring managers as appropriate on sourcing mechanisms; Continually review candidates and actively search for candidates through various sources Liaise with the External Relations team to ensure that all recruitment activities are in line with donor requirements Adverts created and disseminated reflecting the requirements of the role within recruitment branding parameters Identify suitable media for specific roles and advise managers accordingly Recruitment website is regularly updated and reflects current recruitment processes Prepare timely and accurate reports reflecting website data

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- **Recruitment Events:** Represent MSI at recruitment events, careers fairs and present to prospective candidates at relevant universities and institutions as requested by the International Recruitment and Human Resources Manager;
 - **Job Frameworks:** Work with line managers to create job frameworks and person profiles for vacancies and new positions, ensuring authorisation to hire as necessary;
 - **Candidate Management:** Communicate pro-actively with candidates throughout the recruitment process, primarily via email and telephone. Manage the expectations of candidates to MSI's benefit throughout the process;
 - **Reviewing applications:** Review CVs and determine short-lists of suitable candidates in conjunction with line managers;
 - **Conducting Interviews:** Perform first round interviews and make post-interview recommendations;
 - **Coach Managers:** Coach line managers on the interview process and their skill levels against this process;
 - **New Starter Documentation:** In conjunction with the Recruitment Administrator, ensure that offer letters and contracts of employment and other agreements are generated and issued.
 - **Induction and Orientation:** Follow through with line managers to ensure that induction and orientation for new team members is arranged;
 - **Visa Applications:** Apply for visa's as required and manage the process in conjunction with the individual candidate/team member;
 - **International Assignees:** In conjunction with the Head of Recruitment, manage International Assignees from offer to contract issue, to on-boarding;
 - **Reporting:** Provide routine and ad hoc reports as required and input to requests for information from the Head of Recruitment;
 - **Process/Policy Improvement:** Pro-actively make recommendations for improving processes or policies to the Head of Recruitment;
 - **Effective Communication:** Ensure on-going and regular communication with all key stakeholders on recruitment campaigns;
 - **Other:** Additional responsibilities as requested by the Head of Recruitment;
- Be present at recruitment events and act as a representative for the organisation
 - Guidance given to line managers to create accurate job frameworks within MSI style
 - Ensure candidates are aware of their status in the recruitment process and offer accurate timelines
 - All applications reviewed and sifted – relevant CVs passed to recruiting manager
 - Attend all first round competency based interviews
 - Able to approach recruiting managers and provide constructive feedback where necessary
 - Ensure that documentation complies with MSI policies and procedures. The information should be generated accurately and in a timely fashion
 - Meet with recruiting managers to ensure that an effective induction is in place for all new starters
 - Complete visa applications and liaise with relevant embassy/body to ensure the application is processed. Monitor and follow up throughout the process.
 - Effectively manage International Assignee starter process, ensuring clear and timely communications
 - Accurate and timely reports delivered as requested
 - Recommendations for system/policy improvements.
 - All key stakeholders aware of recruitment campaign status at any time.

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Skills and Experience

Qualifications:

- Numerate and literate, ideally educated to degree standard or equivalent;

Experience:

- Extensive recruitment experience within an in-house role is essential;
- Previous experience in overseas work is desirable;

Skills:

- Excellent interpersonal and communication skills (both written and verbal);
- A logical and clear approach to workload management;
- Accuracy, attention to detail and good organisation skills;
- Ability to work effectively as part of a team and to operate flexibly;
- IT Literate – Including MS office and databases;
- Ability and willingness to learn HR issues and people management in the international health sector is essential;
- Ability and willingness to learn about MSI,
- Accuracy and attention to detail;
- Analytical approach – able to digest and disseminate information;
- Organised approach to workload, both own and others;
- Ability to anticipate needs and think ahead;
- Proactive and innovative – a “lateral” thinker;
- A working knowledge of French, Spanish or Portuguese would be an advantage;

Attitude / Motivation:

- Quality approach – focuses on achieving best practise;
- Diplomatic – understands the importance of confidentiality;
- Credible – business oriented and will be seen by others as a “go to” person;
- Systematic and logical in approach – takes ownership of problems;
- Self motivated;
- Flexible;
- Ability and willingness to learn about MSI, the partnership, country programmes, operational environments and humanitarian issues and apply this in a commercially focussed way;
- Ability and willingness to learn HR issues and people management in the international health sector is essential;

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- Pro-choice on abortion;