



HUDSON RPO

**EMEA Centre of
Excellence**

Researcher Profile

EDINBURGH

Role Title:

Researcher (I / II – depending on experience)

Reporting To:

CoE Recruitment Lead(s) // Dotted line report to Recruitment Specialist (III)'s

Role Purpose:

Part of our SOURCING ACADEMY, you will be supporting on various Sourcing Projects for all our clients as part of the “Flex-Team”. Working closely with the CoE Recruitment Specialists and onsite Recruiters to learn and hone the tradecraft.

Your goal will be to become a subject matter expert in the field of sourcing, ideally within a market sector, as required by the business, utilising all the tools and training opportunities available to you, both prescribed through the ACADEMY and personally identified.

Role Responsibilities:

This role will involve (but not limited to):

Talent Market Analysis > Talent Pooling > Sourcing > Screening > Longlisting > Shortlisting

Person Profile:

An analytical mindset, with a strong problem solving and curious nature. You will have the following personal attributes:

Curiosity	Constantly looking for ways to improve yourself and your role. Never happy with the status-quo. Proactively working to understand the market
Service Focused	Putting the Client first. Always going the extra mile. Proud of the work you do.
Analytical	Able to understand the requirements and data based on facts. Able to provide insight from data without bias
Attention to Detail	Acutely aware of how your activity is presented to the Client. Takes time to ensure your communications are presentable
Problem Solving	Constantly asking questions, and proactively seeking the answer. Constantly providing solutions to the business and the Client when questions arise.

Preference will be given to candidates who can demonstrate fluency in two or more EMEA Languages.

Role Profile:

RESEARCHER (I)	RESEARCHER (II)
Sourcing & Talent Identification	
<ul style="list-style-type: none"> <input type="checkbox"/> Can identify talent through an ATS, LinkedIn Recruiter and CV Databases. <input type="checkbox"/> Has a good knowledge of Boolean operators and some advanced search into Search Engines. <input type="checkbox"/> Some exposure to X-Ray, personalisation & Social Media search. 	<ul style="list-style-type: none"> <input type="checkbox"/> Able to deliver end-to-end Sourcing and Candidate Management to onsite teams as required by the business. <input type="checkbox"/> Utilise all available sourcing methodologies. <input type="checkbox"/> Establishes a detailed Sourcing Strategy, crafting complex Boolean strings, and using advanced search operators for X-Ray searches. <input type="checkbox"/> Able to use a diverse range of techniques for Candidate Identification and Engagement <input type="checkbox"/> Comfortable running advanced searches in social media platforms outside of LinkedIn.
Candidate Attraction and Management	
<ul style="list-style-type: none"> <input type="checkbox"/> Able to compose attractive reach out messages <input type="checkbox"/> Have an understanding of the options available to you to find and attract talent. 	<ul style="list-style-type: none"> <input type="checkbox"/> Some good exposure to personalisation and storytelling. <input type="checkbox"/> Able to create engaging job adverts, in line with Client Tone of Voice, with support from the wider team.
Client & Stakeholder Relationships	
<ul style="list-style-type: none"> <input type="checkbox"/> Provide support the CoE Team and Onsite, with some Client Contact, where appropriate (and fully supported) 	<ul style="list-style-type: none"> <input type="checkbox"/> Able to provide detailed analysis and advice of Sourcing activities to Onsite <input type="checkbox"/> Comfortable demonstrating Sourcing expertise to Client Contacts.
Recruitment Process Management	
<ul style="list-style-type: none"> <input type="checkbox"/> Able to manage a specific candidate pool with potential to develop SME's in an industry or sector. 	<ul style="list-style-type: none"> <input type="checkbox"/> Able to provide full end-to-end candidate relationship management through the recruitment process if required. <input type="checkbox"/> An SME within a key industry or market.
Problem Solving / Risk Mitigation	
<ul style="list-style-type: none"> <input type="checkbox"/> Able to recognise and highlight key stakeholders who may need to be informed of any risks or escalations. 	<ul style="list-style-type: none"> <input type="checkbox"/> Knows key stakeholders that may need to be informed of potential risks or escalations. Can provide back-up support to onsite team in the event of absence
Team Work	
<ul style="list-style-type: none"> <input type="checkbox"/> Comfortable asking for help and recognising where support can be given <input type="checkbox"/> Working closely as team to share knowledge and best practice 	<ul style="list-style-type: none"> <input type="checkbox"/> A "Graduate" of the Sourcing Academy, now supporting the wider team, sharing expertise, providing guidance <input type="checkbox"/> Delivering AGILE Techniques and best practice <input type="checkbox"/> Understand the offsite/onsite relationship & responsibilities.
Process Compliance / Reporting / MI	
<ul style="list-style-type: none"> <input type="checkbox"/> Able to provide data in a timely manner <input type="checkbox"/> Keep systems updated in real-time, ensuring trackers are in a position to be reported on at any point <input type="checkbox"/> Understands responsibilities of their role in terms of process and legalities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure wider team recognises the importance of providing data in a timely manner <input type="checkbox"/> Identifies and corrects any potential gaps in this activity or tracking across the team <input type="checkbox"/> Able to articulate the responsibilities of their role in terms of process and legalities. Escalates any risk to this requirement.
Personal and Business Acumen	
<ul style="list-style-type: none"> <input type="checkbox"/> A willingness and motivation to learn and develop. <input type="checkbox"/> Uses previous experiences to challenge the status-quo and potential for Continuous Improvement. 	<ul style="list-style-type: none"> <input type="checkbox"/> Basic awareness of the RPO model <input type="checkbox"/> Involved in public / social forums. Sharing and commenting expertise <input type="checkbox"/> A graduate of the Sourcing Academy, publicly sharing your experience and our expertise as a team <input type="checkbox"/> CERTIFIED "RESEARCHER"

This Role Profile summarises the primary responsibilities of this role at the time of commencement. Various other responsibilities not listed here may also fall within the responsibility parameters of this role. From time to time and with the natural developments of business structure and practice, an employee may be required to perform additional or new responsibilities that fall reasonably within the expectations of this role. Any significant adjustments to role responsibilities will always be made after consultation with the employee.

Career Progression and Organisational Structure

