



**RECRUITMENT CONSULTANT
JOB DESCRIPTION**

1. JOB OVERVIEW

The primary role of a recruitment consultant at Pod is to place great candidates in their ideal role. You'll establish yourself as an expert in a particular function, and strive to be "the go to person" in your market. You'll be in a "360 degree" role, covering end to end recruitment in one of our specialist divisions, covering either UK or international recruitment. You'll usually join an established team, or even take on an established desk, and be responsible for business development, candidate generation and managing processes, you'll also have the opportunity to get involved in business/cross functional projects.

2. ABOUT THE COMPANY

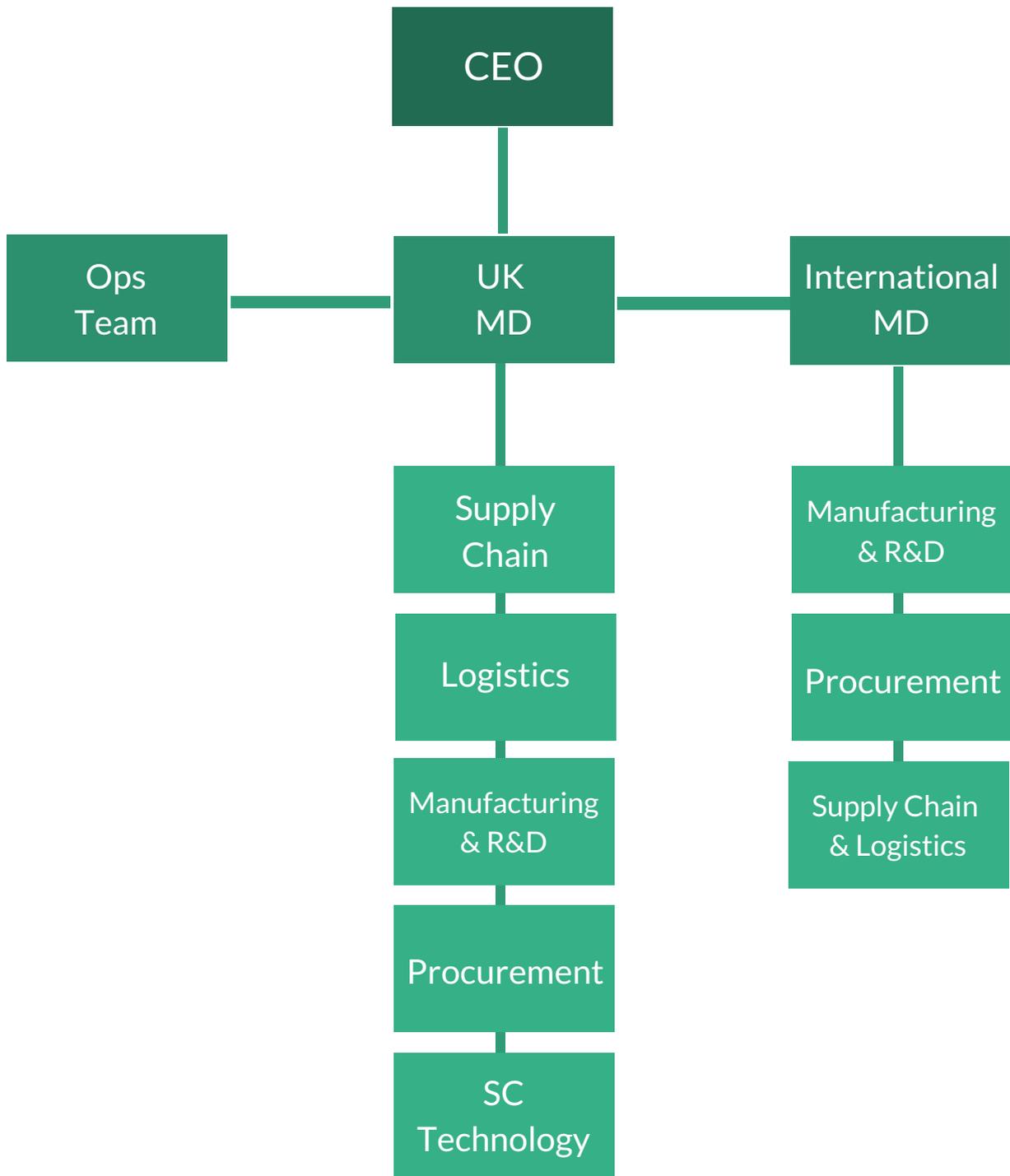
Launched in 2012 and nearly 6 years old, Pod is an independent, values-driven and employee-owned recruitment and talent management consultancy. We've been very successful so far, growing to over 20 people and £2m in annual sales, picking up numerous prestigious industry awards along the way.

Our clients are some of the biggest and most exciting consumer and retail companies in the world such as Danone, Kraft Heinz, innocent and GSK. We also recruit globally, having placed people to countries ranging from the UK and Netherlands to the US and even the island of Mauritius!

Our goal is to be considered the best at what we do by our three key audiences: our clients, our candidates and our own people. Through that we drive excellent financial results as well. The signs are strong that we are achieving all of these goals but it's time to take things to the next level.

In the next 5 years, we plan to at least double in size, launch an international office, build a business fully focused on our European regions, launch and grow our strategic advisory division, all the while maintaining and improving what we already do well. There is a huge amount of exciting stuff to achieve and this role can play a central part in the next phase of our story.

3. CURRENT/FUTURE ORGANISATION CHART



4. KEY ACTIVITIES

CLIENT MANAGEMENT

- Generating and maintaining target client lists relevant to your desk
- Development of target accounts within your market via calls, emails, meetings etc.
- Managing regular marketing communication to clients including mailshots and newsletter
- Managing existing relationships to develop accounts on your desk
- Cross selling with your colleagues in different areas to build on existing Pod relationships
- Build and maintain a business plan on developing your market and desk
- Work on PSL pitches, PSL meetings

PLACING PEOPLE

- Understanding your clients as individuals, their culture and what is a perfect candidate for them
- Managing processes from job brief, candidate sourcing, CV presentation, interview process management, referencing, offers and onboarding
- Generating positive feedback in the shape of testimonials, recommendations and referrals from clients and candidates

CANDIDATE MANAGEMENT

- Producing a candidate strategy through your business plan which you maintain and deliver on
- Senior candidate networking
- Building and maintaining a candidate network and talent pool in your specialist area
- Generating candidates for roles through advertising campaigns, CV databases, our internal database, headhunting and gaining referrals
- Interviewing candidates both over the phone and in person
- Managing regular marketing communication to your candidate network including mailshots and newsletters

OTHER DUTIES

- Maintaining accurate information on our database, including logging all client and candidate information, calls, interviews, new jobs, offers and placements
- Managing administration for your desk including placement and invoice information
- Involvement in value added projects for clients including multi-hire and retained projects

5. MEASURES OF SUCCESS

- Billing expectations of £120,000 (perm equivalent) with an established desk, or reaching this point within 12 months from a cold start
- Meeting monthly KPI targets, we have a “no crap KPI” policy so these are all sensible things, we measure how many jobs you pick up, first and final interviews and your fill rate – that’s it!
- Delivery against your annual business plan
- Feedback scores from customers
- New business wins
- Competency scores (more information below!)

6. DESIRED EXPERIENCE

- Ideally you’ll have at least a year’s experience in recruitment
- Strong knowledge of Microsoft Office, including Word, PowerPoint, Excel and Outlook
- Be able to demonstrate the competencies and behaviours shown below
- You’ll be passionate about recruitment, ambitious and driven and strive for excellence at all times
- Educated to degree level preferred, but as long as this person can show intelligence and drive, this isn’t a deal breaker!

7. DESIRED COMPETENCIES AND BEHAVIOURS

CORE CONSULTANT COMPETENCIES AT POD

- Planning and organisation – “getting stuff done”
- Proactivity and ambition – “wanting it”
- Innovation & creativity – “spotting problems and solving them”
- Commercial awareness – “making smart business decisions”
- Relationships – “building partnerships in the right way”
- Teamwork – “working well with others”
- Personal Development – “improving yourself”

WHAT ARE THE CORE COMPETENCIES ALL ABOUT?

Research has consistently shown that while skills and knowledge remain important in the workplace, it is behaviours and the way people do their jobs that differentiate the best performers from the rest. Competencies can be seen as behaviours that lead to outstanding performance. This framework helps us to assess where a pod employee sits within our internal framework in a fair and consistent way. It also helps us to define and deliver tailored personal development plans. Pod competency scores are basic, effective, highly effective and outstanding and we have different requirements at different levels within the business, as shown below:

	PLANNING & ORGANISATION	PROACTIVITY & AMBITION	INNOVATION & CREATIVITY	COMMERCIAL AWARENESS	RELATIONSHIPS	TEAMWORK	PERSONAL DEVELOPMENT
Candidate Resourcer	E	B	B	B	E	B	B
Recruitment Consultant	HE	E	B	E	HE	E	E
Senior Consultant	HE	HE	E	HE	HE	HE	HE
Principal Consultant	O	O	HE	O	O	HE	HE
Team Leader	O	O	O	O	O	O	O

THE VALUES

COMMITTED TO

openness

IN EVERYTHING WE DO

CELEBRATING THE

individuality

OF EVERYONE WE DEAL WITH

STRIVING FOR

excellence

IN EVERYTHING WE DELIVER

ENCOURAGING

creativity

IN EVERY CHALLENGE WE FACE

COMPETENCIES EXPLAINED FOR THIS ROLE

PLANNING & ORGANISATION

The ability to organise and plan effectively on a day-to-day and long term basis. Ensures delivery under pressure.

PROACTIVITY & AMBITION

Takes absolute responsibility to meet targets and objectives while striving for continuous improvement.

Consistently demonstrates high levels of drive and positivity.

INNOVATION & CREATIVITY

The ability to look at issues and problems with an open mind and create new ways to tackle them.

Takes an open-minded approach and draws on experiences.

COMMERCIAL AWARENESS

The ability to make sound business judgements based on a variety of factors.

Makes decisions based on commercial factors.

RELATIONSHIPS

The ability to establish, develop and maintain effective relationships with customers and outside organisations.

Seeks ways to proactively develop relationships

TEAMWORK

The ability to build effective relationships and work collaboratively with people in the team and wider Pod community.

Encourages and involves other team members.

PERSONAL DEVELOPMENT

Ability to identify and understand your own strengths and limitations and address development areas to maximise potential.

Understands own emotions, capabilities and limitations.

LIVES OUR VALUES

You must live our values, shown below, in all interactions with our clients, candidates and your colleagues

8. INTERVIEW PROCESS

- 1st round motivations interview
- Personality profiling
- Competency based interview (based on section 7 of this JD)

9. WHAT WE OFFER

- Basic salary £23,000 - £29,000 dependent on experience
- A no threshold, clear commission structure which is paid on a monthly basis (more info below)
- Private healthcare and defined contribution pension
- 25 day's holiday
- 1mth sabbatical scheme every 3 years
- Perkbox flexible benefits
- Free breakfasts, fruit, drinks, regular company card behind the bar, monthly, quarterly and annual company-wide incentives. That includes pod's annual fancy dress birthday extravaganza (see below evidence from last year)
- Tailored internal/external training as required and structured personal development plans

COMMISSION STRUCTURE

Our commission structure is paid monthly on your personal billings (over the course of each financial year), with no threshold, as follows:

£0 - £50,000	8%
£50,000 - £100,000	16%
£100,000 - £200,000	30%
£200,000+	40%

Based on the following billings you will earn (in commission):

£90,000	£10,400
£100,000	£12,000
£120,000	£18,000
£130,000	£21,000
£150,000	£27,000
£180,000	£36,000
£200,000	£42,000

10. PROGRESSION CRITERIA

- Typically the progression from a recruitment consultant role is to senior consultant
- You will demonstrate billings in excess of £130,000 per annum (perm equivalent), or provide evidence of doing this over a 6 month period in order to be considered for promotion
- You will score at the competencies required in the table shown above in section 7 of this JD
- You'll have generated at least 5 client and 10 candidate recommendations/testimonials
- You'll always live our values in every element of your role, both internally and externally and will receive excellent feedback scores from customers
- Our senior consultant salary banding ranges from £29,000 - £35,000