

Job Description

Post: Talent Attraction/Recruitment Specialist
Hours: 35 hours / week – Full time
Reporting to: Chief Executive



STRONGER
TOGETHER

Purpose of Post

The Chamber is looking to recruit a Talent Attraction/Recruitment Specialist for its *Recruit North Highlands* initiative. This is a new and exciting post which will see the successful candidate play a unique and pivotal role in attracting talent to the region.

This new role will develop and deliver a talent attraction strategy for the North Highlands which will include reshaping *Recruit North Highlands* and elevating the location's desirability, employment opportunities and quality of life for individuals and families.

About Recruit North Highlands

Caithness Chamber of Commerce is an active business organisation with a proven track record of delivery and professionalism with over 230 members from sole traders to plcs.

It plays an active role in the socio-economic development and promotion of the area and is one of the partners of [Focus North](#) a partnership established to deliver transformational initiatives in the North of Mainland Scotland.

One of the Chamber's areas of activity is [Recruit North Highlands](#), a recruitment portal showcasing the North Highland region as a place to live, work, study, visit and invest.

KEY ROLE DUTIES / RESPONSIBILITIES:

Develop and deliver a talent attraction strategy for the North Highlands by developing the Recruit North Highlands initiative by:

- Developing the Recruit North Highlands brand and operations.
- Building relationships with key partners / employers to understand the regional jobs market, opportunities both current and future.
- Using employment websites, LinkedIn, social media platforms and networks to identify, engage with and attract potential talent to the region.
- Maintaining a database of potential talent for future opportunities.
- Working with any individual/family/couple who wishes to pursue opportunities in the region by helping with relocation advice.
- Increasing the visibility of all job opportunities in the region by maintaining relationships with organisations such as NRS Dounreay, NHS, The Highland Council and others.
- Building relationships with local employers, understanding the individual characteristics and nuances (i.e. culture, specialist markets, resource requirements).
- Supporting employers with their recruitment campaigns and processes.
- Exploring collaborative approaches to recruitment with employers such as joint promotion of linked opportunities, attracting families/couples.
- Attend career fairs events to sell the North Highland region and opportunities.

Person Specification

Post Title: Talent Attraction/Recruitment Specialist

Factor	Essential	Desirable /Beneficial
Qualifications/Attainments	Educated to HND or equivalent relevant experience of working in a post at that level,	Degree-level qualification in Human Resources Management or similar.
Knowledge/work experience	<p>Minimum of 3 years' experience in a similar role.</p> <p>Experience in full-cycle recruiting.</p> <p>Proficiency with social media, CV databases & professional networks.</p> <p>Proficiency in documenting processes and keeping up with industry trends.</p> <p>In depth knowledge of the North Highland region ecosystem.</p>	<p>Knowledge of issues affecting the North Highlands.</p> <p>Knowledge and understanding of how wider economic issues impact on business.</p> <p>Knowledge of the work of the Caithness Chamber of Commerce.</p>
Skills/Attributes	<p>Strong planning and organisational skills, with ability to multi-task.</p> <p>Excellent interpersonal and communications skills.</p> <p>Excellent attention to detail.</p> <p>A strong focus on deliverables & ability to evaluate current practices & implement changes when required.</p> <p>Skilled at prioritising work and making effective use of resources.</p> <p>A track record of engaging confidently with a range of customers including a proven ability to build and maintain effective working relationships with a range of internal and external stakeholders.</p> <p>IT literate and proficient in MS Office 365 & LinkedIn Recruiter.</p> <p>Ability to think creatively.</p> <p>Self-starter.</p>	Website content management systems.
Other	Clean driving licence & access to own car	

How to apply

Please send a full CV along with a brief as to why you are the best applicant for the post. The brief should be a maximum of 2 A4 sheets. Please ensure the brief shows evidence of the criteria in both the job and person specification.

CV and letter should be e-mailed to Trudy Morris, Chief Executive
recruitment@caithnesschamber.com

Closing date is **5pm 16 February 2024**