

Job Description

Ref no:

Job Title	Manager - Recruitment		
Directorate or Region	South Asia	Department/Country	India
Location of post	Gurgaon	Pay Band	H / Starting salary INR 503,000 per annum plus other benefits
Reports to	Senior Manager – HR	Duration of job	Indefinite Contract

Purpose of job:

Responsible for delivering end to end recruitment process to attract diverse talent across all functional areas pan India. Liaising with internal and external stakeholders to provide an efficient delivery within specified timelines and as per British Council Standards. Develops and implements employer branding strategies to attract talent and maintain a skilled and engaged workforce.

Context and environment: (e.g. dept description, region description, organogram)

The British Council is the UK's International organisation for educational opportunities and cultural relations, while our work in Examinations Services is focused around our vision of creating global opportunities with trusted UK qualifications and assessments. India is a priority country for the British Council, while its Examinations Services operation is among the largest in the world with significant targets for growth in volume and income in the coming years.

In India, quality education, high proficiency in English and international qualifications are seen to be essential for socio-economic development. Examination Services creates opportunities for individuals desirous of obtaining internationally recognised qualifications without travelling abroad – and in preparation for doing so. In a country with a population of over 1.1 billion and an estimated aspirant profile of 7 million (and rapidly growing), there is still a vast untapped potential that offers a positive future to Examinations Services in India.

The main focus of this role will be to ensure the effective delivery of recruitment under a new operating model as an enabler to allow us to achieve our ambitions for some parts of our business. The role will be responsible for different aspects related to talent acquisition and workforce planning such as recruitment lifecycle, market analysis, employer branding and business partnering.

South Asia Region: The region is of high priority for the UK covering both high-growth economies (notably India, with a population of 1.2bn) and other countries important to the UK from a security perspective, principally Pakistan and Afghanistan. It comprises India, Pakistan, Bangladesh, Afghanistan, Sri Lanka, Iran (non-represented) and Nepal. Programme priority areas are English, where there is a need to develop a stronger product offer for teachers and learners; Higher Education (with large opportunities in market intelligence and knowledge transfer) and the Arts. The region's exams business is one of the largest in the network.

Accountabilities, responsibilities and main duties:

(including people management and finance)

Recruitment and workforce planning

- Lead and execute end-to-end internal and external recruitment and selection lifecycle activities within defined timelines as per British Council framework. Extend support to business units / functions to

meet their fast-growing recruitment needs in India.

- Assess the hiring needs of business to deliver effective and innovative recruitment solutions.
- Ensure all staff members are aligned to recruitment and selection defined process and related documentation is completed in line with British Council standards.
- Conduct regular feedback sessions with stakeholders to determine the effectiveness of recruiting plans and implementation.
- Identify and drive recruitment process enhancements within the British Council framework and standards. Own and improve recruiting process and tools to drive higher conversion rates and good candidate experience.
- Ensure completion pre-joining formalities of background verification, reference checks, pre-employment medical check-up for selected candidates.

Reporting and Analysis

- Responsible for sharing recruitment dashboard and reports for key internal stakeholders to make better recruitment decisions and ultimately improve the quality of hire.
- Collate and prepare external market analysis to build market profile in line with global HR framework to facilitate business specific sourcing strategies.
- Ensure compliance to processes and manage internal and external audits related to recruitment.

External stakeholder and outsourced services vendor management

- Identify and empanel suitable hiring consultants for roles and types of employment (full time and temporary).
- Monitor and track the performance of external partners like recruitment consultants and background verification agency etc. to derive best service and returns.
- Develop and build an effective network through industry contacts, association memberships and staff members. Manage and develop direct recruitment channels such as job boards, headhunting, and professional networking websites, where appropriate.
- Collaborate with internal stakeholders and external partners to develop and drive employer branding initiatives to make the company as an employer of choice.

Key relationships: (include internal and external)

Internal

- Assistant Director Exams Operations, Assistant Director Marketing, English Lead, Assistant Director Finance and Legal,
- Head Exams Compliance, Head Exams Finance, Head Facilities and Administration
- Role equivalents across the British Council network, India HR team members

External

- External HR advisors or other professional consultants as needed for example for recruitment consultants and background verification service provider.

Other important features or requirements of the job

(e.g. travel, unsocial/evening hours, restrictions on employment etc)

May require to travel occasionally within India and overseas, work extended hours

Please specify any passport/visa and/or nationality requirement.	Must have a Legal right to work in India
Please indicate if any security or legal checks are required for this role.	Reference and Background Verification Checks as per British Council India HR policy

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	Being accountable - essential Making it happen - more demanding Connecting with others – essential		Interview
	Shaping the future - essential Creating a shared purpose - essential Working together - essential		These behaviours will be needed to be successfully carried out for the role, but will not be assessed for recruitment purposes.
Skills and Knowledge	Managing people – Level 1 Communicating and Influencing – Level 2 Planning and organising – level 2 Analysing Data and problems – Level 2 Using Technology – Level 2 Strong communication skills in English and strong excel skills for effective data management		Short listing and/or Interview A written test for excel skills may be undertaken.
Experience	At least 5 years work experience in HR with a clear understanding of the HR recruitment processes in mid to large organisation. Exposure to employer branding and workforce planning would be preferred.		Short listing and/or Interview
Qualifications	Post graduate qualification in HR		Short listing and/or interview

Submitted by	Senior Manager - HR	Date	December 2016
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