As part of the Transport UK Group, West Midlands Trains delivers around 1,300 train journeys a day, for more than 60 million passengers a year, across our two brands - West Midlands Railway and London Northwestern Railway.

We are committed to delivering a safe and reliable train service, by investing in our fleet of trains, stations and employees. As part of this investment we are looking to recruit a Resourcing Advisor, on a full-time, permanent basis, based in Birmingham 2-3 days a week.

 **What does the job involve?**

* Ensuring all recruitment needs are resourced effectively and efficiently – both ad-hoc vacancies and recruitment campaigns
* Providing professional, expert recruitment advice to stakeholders
* Overseeing vacancy progress and ensure vacancy data is tracked and used to inform your decision making
* Managing a mixture of volume and niche vacancies
* Owning the end-to-end recruitment lifecycle from initial recruitment brief to candidate onboarding
* Helping build on and evolving current recruitment processes
* Creating compelling vacancy adverts, sift candidates, arrange testing, organise interviews and manage the job offer process
* Being the link between the business and the successful candidate, from job offer to starting – this will include ensuring all onboarding processes are completed and relevant teams updated

**What skills and experience do I need to do the job?**

* Previous practical in-house recruitment or HR experience
* Good stakeholder management skills
* Prioritisation and organisational skills – able to manage conflicting priorities
* Good attention to detail – spotting issues before they become problems
* The ability to create and work to a plan – factoring changes that might be needed along the way
* Solid Excel skills along with previous experience of applicant tracking/ HR systems

**What are the salary and benefits?**

* Salary of up to £35,000 - depending on experience
* Hybrid working – based from home c2-3 days a week
* Final salary pension – one of the best pension schemes available
* Free travel on all our trains and those of other train companies within our parent group company - for you, your partner and any dependent children
* 75% off all other train company travel tickets
* Retail discounts
* Career development opportunities

Due to the volume of applications we receive the advert may close earlier than the published closing date. Please submit your application as soon as possible to avoid missing out.

As an inclusive employer, we welcome applications from all backgrounds and ensure no-one receives less favourable treatment on the grounds of age, disability, gender, race/ethnicity, religion, belief and sexual orientation.

Applications will be considered from colleagues with 6 months experience, after completion of their probationary period and a full check of absence and disciplinary records.