
ACUMIN CONSULTING LTD



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| DOCUMENT: | Job Description |
| CIRCULATION: | General |
| AUTHOR: | S Godier |
| STATUS | Being Revised |
| VERSION: | 0.1 |
| CLASSIFICATION: | Staff - In - Confidence |

Position Overview

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| JOB TITLE: | Resourcer |
| DEPARTMENT | Resourcing |
| POSITION No: | 0004/2007 |
| DECRPTION IN BRIEF: | Resourcer responsible for identifying both permanent and contract candidates within sector and geographic focus of Acumins' clients |
| SALARY: | £35-40k OTE |

Reporting Structure

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| REPORTS TO: | Director |
| PEERS: | <ul style="list-style-type: none"> ○ Consultants ○ Resourcers |
| DIRECT REPORTS: | Senior Consultant |

Resourcing Department**Divisional Offering**

Externally, the division is the “headhunter” and “search” arm of Acumin and generally the first point of contact for anyone in the information security (IS) or business continuity (BC) markets looking to obtain a new position.

Internally, the division will be the main source of candidates and relationships will predominantly be with the Delivery Division (DD). The RD will be the most proactive candidate generator and initial point of contact of candidate CV's in the business.

Divisional Responsibilities:

The key responsibility will be to supply the DD with a constant flow of IS and BC candidates through headhunting, networking / relationship development, reviewing the internal database and advertising/marketing response. The department will have sole responsibility for candidate generation, therefore the advertising and marketing strategies targeting this goal will be the responsibility

of this group, along with providing the DD with full and comprehensive qualifications and candidate recommendations.

Staff responsibilities

- Candidate generation through:
 - Headhunting
 - Networking / relationship building
 - Internet searching
 - Internet Data Base Searches
 - Advertising response
- Qualifying Candidates expectations, Current Situation, Skills and experience.
- Present suitable candidates to Consultants / Account managers in reference to open vacancies.
- Investigating and developing new advertising and marketing opportunities and mediums targeted at candidate generation
- Review and report on effectiveness of Advertising and Search mediums
- Produce weekly updates on candidates resourced and the current market, including areas of difficulty and success.
- Develop innovative research practices
- Update, maintain and help develop website content
- Update and Maintain Internal Database
- Market research into appropriate companies where appropriate skills can be found
- Exploration of competitive information through proactive research – reading all necessary mediums
- Input into the continued development of the research division, including recruitment of new members of staff.

Skills

- Good PC and internet research skills
- Strong communication skills and confident phone manner
- A professional approach and outlook, and a natural relationship builder inspiring confidence and trust with candidates at all levels up to very senior levels
- Strong organisational and time management skills, with an ability to handle conflicting priorities.
- Previous IT Recruitment resourcing experience
- Quick learner, able to grasp technical concepts and think on their feet
- Must be a self-starter and able to work effectively without supervision
- Committed, Goal driven and hard working
- Have excellent written skills and the ability to write effective advertising
- Must be willing to learn and be lead by mentoring
- It would be desirable to have an interest in information security or IT