



Recruitment Advisor

Reports to: Group Manager, People and Culture

At Wise Management Services we're known for powering the Wise Group every day and innovating to create a shared future.

Team

The Wise Management Services People and Culture Team focuses on creating a workplace where people can do the best work of their lives.

We do this with four key focuses of Find, Grow, Inspire & Flourish.

- Find: Finding aligned, passionate purpose driven people
- Grow: Developing leadership at every level building capability & commitment
- Inspire: Building great teams that trust & inspire each other
- Flourish: Enhancing wellbeing by applying evidence-based theory into daily practices

We're known for our brave decisions, contemporary thinking, problem solving and delivering results with compassion and care.

Role

As part of our People and Culture team, you will deliver recruitment solutions across portfolios within the Wise Group. Using your expertise, you will coach hiring managers through the recruitment process and seek opportunities to continuously improve everything we do. You are responsible for the end to end recruitment process across the group by providing a high level of service and information through clear process, guidance, tools and resources, all while ensuring that the candidate has a positive recruitment experience.

As well as guiding our people through the recruitment process you will balance your daily priorities to ensure you are meeting deadlines and building credibility through strong relationships. You'll also work on projects across the teams as required.

Key interactions

- People and Culture Team
- Wise Management Services
- All Wise Group Entities

Strengths important to the role

- Responsibility
- Focus
- Communication
- Adaptability
- Relator
- Arranger
- Learner

Areas that play to your strengths (the main accountabilities)

Stakeholder engagement

- Working with portfolios to provide a full range of recruitment advice and coaching to hiring managers while building effective working relationships.

Recruit great people

- Supporting hiring managers to implement strength-based practices.
- Apply Wise Group recruitment processes to attract talented, aligned people whose capability and values strengthen the Wise Group.
- Have an oversight for the delivery and maintenance of the standardised Wise Group recruitment process by updating position descriptions and creating job adverts as required.

Build capability

- Develop personal capabilities using existing formal and informal training opportunities, while also coaching others as required.

Problem solve and recommend solutions

- Create strategic recruitment solutions by leveraging your experience, insights and industry knowledge across networks.

Collaboration

- Collaborate by sharing and inspiring others toward the achievement of project goals from our team 90-day plan (ADEP)

Communicate effectively

- with teams, internal and external stakeholders and hiring managers sharing useful and essential information appropriately.

About you

You have a passion to build relationships and a genuine appreciation of people, you have a love of learning and an enthusiasm to continuously improve. You also have a strong focus on the unique qualities of each person you interact with, take ownership of your own work and you're a team player, enjoy being part of a team and love connecting with others.

Knowledge and skills

- A track record of personal accountability, strong work ethic, integrity, and proven organisational skills with attention to detail.
- Ability to partner closely with line managers, partners and all stakeholders.
- Excellent communication and interpersonal skills, with proven ability to take initiative and build strong, productive relationships.
- Experience solving recruitment issues

Qualifications and Experience

- Relevant qualification or practical experience in Human Resources.
- Relationship management experience.