

## Resource Team Leader Job Description

### The Opportunity:

Momenta are currently looking for a reliable, organised and hard-working individual to join the Delivery Team. You will be working in a result orientated, quality-controlled environment where being able to work with a high level of accuracy to prescribed processes and strict deadlines is essential.

The objective of this role is to ensure we have a suitable supply of candidates to meet our upcoming resourcing requirements in Australia and India and ensure we are engaging with those that are either working for us or have expressed an interest in doing so. You will also play a key role in helping to qualify new resource requests coming into the Delivery Team.

### Location:

Remote - MUST be able to attend the office 1-2 times a week

### Reports to:

TBC

### Hours:

Full time – 37.5 hours per week.

### Responsibilities:

- Leading a team to fulfil resource requirements within Australia and India.
- Attend weekly territory and management meetings to discuss new opportunities, progress with live roles and any challenges in meeting requirements.
- Produce MI for meetings when needed, supported by Client Services and CDO.
- Source suitable associates through internal/external database searches, CV mining, targeted email campaigns and external advertising where appropriate.
- Take responsibility for coordinating advertising of requirements, utilising available job boards and making suggestions for additional sourcing channels.
- Final review of formatted CV's prior to submission to Client Services or Head of Resourcing.
- Identify resourcing challenges and pressure points as early as possible and escalating challenges to HoR and CDO.
- Building and updating a library of sample CVs across a range of role types, to assist with new business proposals.
- Staying abreast of our competitor's recruitment activities and attraction strategies.
- Oversee activities for the people working within the team and ensure all tasks are allocated and completed accurately.
- Leading by example and motivate the team to drive productivity while maintaining candidate quality.
- Be on hand to provide ongoing support and advice to the team. Identify team and individual development needs and make appropriate suggestions for additional training, either internal or external.
- Conduct Performance Management review meetings and complete the relevant paperwork including Performance Development Plans.

- Ensuring the team follow best practice processes for updating relevant internal systems with all required information when dealing with associates and ensure all follow up actions are completed within 48 hours (i.e. returning calls, responding to queries/actions).
- Screening CVs, applications and conducting telephone screening and face-to-face or video interviews.
- Assist with interviewing potential associates where required and running assessments to support the Resource Team.
- Displaying a creative and proactive approach to work and having the confidence to challenge existing processes to achieve efficiencies.
- Demonstrating positive attitude and behaviours at all times, actively supporting your colleagues and to help achieve individual and team goals.
- Responsible for dealing with calls which require escalation including complaints and challenging conversations.

## **Requirements:**

- You will need to be a results-driven recruitment professional, with a passion for the industry.
- Proven experience as a Recruiter/Resourcer, ideally gained in an internal or agency recruitment setting.
- Experience of contract recruitment would be a distinct advantage.
- Experience of recruiting across a range of sectors, including banking & finance, legal and IT would be advantageous.
- You will be working in a new area of our business so will need to be a self-starter, with the ability to work on your own initiative and make recommendations to the wider business.
- Ability to continuously develop a wider understanding of new role types and industry areas.
- You will need to work closely with our wider Resourcing and Sales teams so strong communication skills are essential.
- Confidence liaising with candidates of varying levels of seniority, from graduates to senior managers.
- You will need to possess an analytical mind and be willing to take a creative approach to your work.
- Skills related to revenue generation and business development would be beneficial, although the role itself is not sales focused.
- Ability to work towards KPIs and quality targets.

All applications should be sent to [resourcing@momentagroup.com](mailto:resourcing@momentagroup.com)