

National Apprenticeship - Occupational Profile

Apprenticeship Title Recruitment Executive

NFQ Level Level 8 Honours Degree

Duration 3 years

**Typical tasks/
responsibilities**

A Recruitment Executive apprentice will play a vital link between candidates and clients. They will be responsible for placing people into their ideal career or job opportunity. They will find the best talent solutions for clients to help grow their business. In their role it is vital that good relationships are formed with clients to enable business development and growth. It is also vital that they attract reliable, strong and enthusiastic candidates through innovative advertising and social media.

- Build personal network of candidate and client contacts
- Achieve core key target KPI's
- Source and qualify candidates to meet job requirements (confirm availability, capability/fit and interest)
- Delivering recruitment & managed services to clients
- Developing new clients for recruitment services
- Candidate Search & Engagement- Job advertising, promotion, networking, headhunting
- Candidate Development & Presentation to Client
- Manages the Job Offer Process – Ensuring Job Offers complete with presented candidate & hiring company
- Support and influence the candidate and client throughout the recruitment process through to placement and settling in period
- Develop, maintain and manage client accounts
- Demonstrate strong business development activity within your desk including: identifying new leads, building client relationships, attend networking events and similar, research and marketing.
- Negotiate terms of business and secure agreement with clients
- Ownership for personal and professional development
- Continue to build communication and negotiation skills
- Knowledge of current organizational performance metrics and any associated improvement actions.
- Work collaboratively with colleagues from own and other divisions
- Provide coaching and mentoring support to associates and other consultants
- Develop an in-depth knowledge of industry sector and/or functional area

Typical tasks/ responsibilities continued

- Enter all candidate and client data accurately and in a timely manner to ensure recruitment software (such as Jobscience) is up to date and of the highest quality
- Ensure a positive contribution to social media mediums in order to drive networking, candidate identification, develop client relations and raise personal and company brand awareness
- Identify and clarify bid and tender opportunities through various relevant channels; reviewing requests for tender (RFTs); attending client meetings to discuss client needs prior to RFT submission
- Develop proposals by accessing and assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials
- Develop a marketing and branding strategy to promote your social media profile via multiple channels

Learning Outcomes

On successful completion of the proposed apprenticeship, a person in the occupation of Recruitment Executive should independently be capable of carrying out complex tasks, critically analysing industry data, Identifying skill gaps and implement solutions. The person should be capable of leading and managing complex projects.

On successful completion, the Accounting Technician will have:

Knowledge

- Specialist Knowledge in full recruitment operations to deliver in demand talent to hiring companies required to work as a Recruitment Executive
- Examine HR Best Practice in Recruitment Advertising, Selection, Processing & Placement
- Apply Customer Relationship Strategies
- Appraise the business strategy and contribute to the formulation of development plans
- Manage the expectations of the Client and Candidate
- Champion Recruitment best practices
- Relate and examine Employment & Contract law in relation to recruitment service provision
- Assess key macro and micro economic data and its role in shaping employment market
- Analyse specialist market factors that influence career paths both from individual and commercial perspective
- Develop knowledge of the sector / industry you recruit for

Skills

- Employ Specialist Sales & Marketing Skills to achieve recruitment revenue, client, candidate & development targets
- Demonstrate Customer Retention Skills to retain hiring clients
- Apply Recruitment Advertising Skills - Offline & Digital
- Recruitment Skills - Job advertising, platform management and job promotion
- Employ Negotiation Skills in Candidate Development & client service delivery
- Use IT Skills including database & digital marketing skills
- Practice Executive & Group Decision Making Skills
- Apply Project Management Skills for Client on-boarding & client project implementation
- Develop and deliver L&D programmes
- Demonstrate superior interviewing skills
- Show advanced communication skills, verbal, non-verbal, and written
- Demonstrate a self-start approach to sales and productivity
- Identify improvement opportunities both for business growth and for personal growth

Skills continued

- Successfully collaborate with the wider team to ensure both the Client and the Candidate receive a professional, efficient and effective result
- Champion best practices in Recruitment both internally and externally
- Apply strategy & planning Skills - develop and on-board new business plans
- Perform to a high standard under pressure
- Develop strong networks and build relationships
- Effectively prioritise and manage multiple business requirements
- Exhibit multi-party management skills - understanding the complex needs of different stake-holders
- Use critical analysis skills for candidate & client expectation management

Competencies

- Independently take responsibility for problem solving, bring solutions to the table
- Encourage and coach members of the team
- Develop an ambitious and motivated culture
- Conduct targeted selling and achieve high levels of client engagement & retention
- Show expertise in candidate search, engagement and matching candidates to appropriate career opportunities
- Support and inform candidates throughout the recruitment process to ensure a successful outcome
- Achieve results from planned actions
- Develop and deliver end to end professional service solution
- Foster a flexible attitude.
- Act professionally exhibiting a positive approach and commitment to quality
- Successfully manage expectations of multiple internal and external stakeholders
- Critique and apply social psychology principles including social influences, self-perception and unconscious bias in decision making process

**Industry/industries
served by the
apprenticeship**

Recruitment Industry

**Proposed minimum
entry requirements
for apprentices on
the programme**

Minimum entry requirements are:

- a grade H5 and above in two higher level subjects together with a minimum of O6/H7 in four other subjects. A minimum of grade O6/H7 must be obtained in English. A grade O6/H7 must be obtained in Mathematics. Holders of a QQI level 5 or Level 6 (or equivalent) can apply for entry onto the programme;
- Current employees with relevant experience and qualifications (e.g. NRF Programme in Recruitment Practice);
- Applications from candidates who are not current employees or do not have the academic requirements outlined above may apply using an application for recognition of prior experiential learning (RPL). Entry via RPL will be assessed using a written application from the candidate and/or by interview. Recognition of Prior Experiential Learning will be assessed in accordance with college policy. NCI process for RPL is described at <https://www.ncirl.ie/Courses/How-to-Apply/Recognition-of-Prior-Experiential-Learning>. Formal recognition of knowledge or experience that has been gained from work, life or previous study will be assessed using the generic higher education and training award standards at level 5.

Before enrolment on the apprenticeship programme, all apprentices must:

- be successful in an industry interview with a participating recruitment industry employer;
- SOLAS apprentice approval.