

## Stream Recruitment – Job Description and Person Specification

<b>Job Title:</b>	Healthcare Specialist Consultant - Permanent	<b>Reports to:</b>	Managing Director/ Contracts Team Leader
<b>Based at:</b>	Ten Victoria Street, Bristol	<b>Responsible For:</b>	No employee responsibilities

**Job Purpose:** As a Healthcare Specialist Consultant, you will be responsible for managing an established desk of clients, maintaining relationships within your allocated accounts and seeking new growth opportunities within the private healthcare division. You will also be responsible for generating new business through gaining leads, sales calls and client interaction both on the telephone and face to face.

### Key Responsibilities and Accountabilities:

1. Building and maintaining relationships with relevant managers in hospitals, homes and provisions within your allocated accounts
2. Recruiting and screening candidates and matching to suitable job roles supported by the delivery team
3. Efficient sales and target planning – mapping your market – ensuring that geographical location is built with careful mapping
4. Selling our recruitment services and negotiating the rates of business
5. Maintaining compliance standards
6. Daily administration and account management
7. Sales cycle - manage the recruitment process from interview to offer stage and beyond. This includes sourcing and interviewing candidates, negotiating salary packages and presenting suitable candidates to clients professionally
8. Proactively seek sales opportunities and turn into business wins
9. Ensure bullhorn is updated after all activity
10. Achieving daily and weekly targets in line with company requirements
11. Build mutually benefiting relationships with clients and candidates and work as part of a growing, successful and passionate team

### Personal values:

- Passionate, self-motivated and a hungry for success
- You possess a commitment and a desire to provide outstanding service to clients and candidates
- A confident communicator, with the ability to interact with a range of different levels and personalities; not shy away when the going gets tough
- An ability to think 'outside of the box' and come up with solutions quickly
- Team driven, have attention to detail and exceptional organisational skills
- You will display that you are self-driven, results-oriented with a positive outlook. You will require a clear focus on high quality and business profit. You will be a natural forward planner who critically assesses own performance and always strives to achieve more.

## **Person profile – Healthcare Specialist Consultant - Permanent**

**Personality:** Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. A natural forward planner who critically assesses own performance. Mature, credible, and comfortable in dealing with senior company executives. Reliable, tolerant, and determined. Empathic communicator, able to see things from the other person's point of view. Well presented and businesslike. Keen for new experience, responsibility and accountability. Able to get on with others and be a team-player.

**Specific Job Skills:** Able to influence and negotiate with contractors and clients. Understands the principles of sales and recruitment, particularly in the Healthcare sector.

**Computer skills:** Must be adept in use of MS Office 2000 or later, particularly Excel and Word, and ideally databases to basic level, Internet and email.

**Literacy and Numeracy:** Able to understand basic business finance, e.g., gross margin percentages and calculations. Must be a very competent writer of business letters/e-mails and contracts.

**Business and Selling Skills:** Must be an excellent face-to-face and telephone communicator. Able to demonstrate success and experience managing major customer accounts and large contracts or even a business, particularly achieving genuine sales development. Ideal background would be in Healthcare recruitment.

**Management Ability:** Though internal staff management is not initially part of the job, responsibility and opportunity could grow with the development of the business, for example the prospect of recruiting and managing trainee consultants. Some people-management skills, experience and natural ability will be useful