

Jon Noddings
Head of Recruitment / Recruitment Specialist

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Profile

I am a proven Recruitment Specialist and Manager with over nine years' experience across the public and private sector, primarily in the healthcare industry.

I have managed large resourcing teams and departments aimed at providing a streamlined and effective end-to-end recruitment function. A strategist in recruitment, my focus has been to streamline, improve, digitalise and automate the recruitment process to deliver against company targets. I have implemented various technology systems such as ATS's and Time & Attendance systems and am passionate about providing the very best recruitment experience for candidates, hiring managers and stakeholders.

Experience

Interim Head of Resourcing, CareTech, UK; Mar 20 - Present

I was responsible for the recruitment and onboarding of over 300 Children's Education and Residential services in the UK. A Strategic and Leadership role responsible for a team of 49 staff operating across four national divisions:

- Stabilised four divisions and set the foundations for a successful R&O structure
- Responsible for overall headcount and budgeting. Reduced headcount by 5 and cost by £153,000 utilising natural attrition whilst increasing output of the team
- Introduced KPIs and performance management. To date, maintained an increase to offers of 55% and an increase to files completed of 45% with quality overall improved
- Department saw its first positive trend for starters vs leavers from April 2022, since 2020
- Centralised Onboarding for efficiency in workloads. Saw a reduction of 6 days time to hire
- Delivered an Overseas Nurse solution providing an initial 96 nurses across two divisions
- Annualised the advertising strategy saving over £121,000 per year from 2021
- Introduced Induction matrix with champions and new content to increase poor retention
- Navigated an ATS launch (Harbour). Managed the implementation and training process and provided leadership on the reporting and MI element
- Delivered regular resourcing leadership meetings to promote best practice and learning
- Provided regular insight and guidance to the SLT, ensuring alignment to the businesses agenda

Interim Recruitment Specialist, PHSO, UK; Dec 21 - Mar 22

Strategic role providing expert advice and leadership on a large Recruitment and Transformation project for the Parliamentary Health Service Ombudsman. 3-month FTC:

- Recruitment subject matter expert on an RPO implementation
- Defined an innovative and standardised recruitment process which included digitalisation and automation methods, aimed to reduce time to hire by over 30 days
- Accountable for the planning of the RPO implementation, managed the delivery and process improvements day to day and ensured SLAs and deadlines were met
- Created a new Recruitment Pack. This consisted of content such as Job Adverts, Job Packs, CBI and Value based Interviews, Digitalised Assessments and the Recruitment Policy
- Built and analysed Recruitment Metrics to drive data-driven recruiting analytics, providing insight in to attraction and retention strategies

Head of Recruitment, Equilibrium Healthcare, UK; Feb 21 - Oct 21

Strategic and leadership role developing a Recruitment and Onboarding department for a mental health healthcare provider:

- Developed and maintained an end-to-end Recruitment function aimed at attracting, recruiting, onboarding and inducting healthcare staff at all levels
 - Streamlined the Recruitment process reducing the average time-to-hire by 21 days
 - Decreased Nurse vacancy by 67% and Support Worker by 100% in the first six months
- Worked within tight budgets, utilising innovative methods to attract and retain future employees providing detailed ROI reports and work force planning
- Tasked with reducing long standing agency usage and cost, clinical and none clinical:
 - Established a new temporary and permanent agency PSL
 - Reduced permanent agency to 7% in six months, reduction of nearly 50% on previous three years, a saving of over £30,000 in agency spend
- Effective Recruitment Marketing to promote the brand and reach of the company

Talent Acquisition Specialist, Bolton Clarke, Australia; Mar 20 - Jun 20

This role was supporting a large healthcare provider with their aged care recruitment amidst the Covid-19 Pandemic, a short-term contract. Managed a portfolio of facilities in Queensland with their end-to-end recruitment. Relocated back to the UK

Talent Implementation Consultant, Zenitas, Australia; Aug 19 - Jan 20

Dual role, responsible for all allied health recruitment, whilst implementing a new Applicant Tracking System (LiveHire) as part of a standardisation project:

- Successfully launched the ATS system in three months:
 - I collated and defined the recruitment processes of multiple subsidiaries to create one standardised Recruitment process
 - Involved in the Design, Implementation and Training of the system
- As a Talent specialist, I averaged 6 podiatrist offers pcm, decreasing vacancy by 70% - this was an increase of over \$1,200,000 yearly revenue for the Podiatry business
- I supported a small team of Talent Specialists providing expert advice, guidance and built a reporting suite fit for purpose for recruitment and retention analytics

HC-One, UK; Aug 15 - Jul 19

Senior Recruitment Business Partner; Aug 17 - Jul 19

Strategic and Leadership role, responsible for building and maintaining a Regional Recruitment function for the largest healthcare provider in the UK at the time:

- Recruited and managed a national team of 9 Regional Recruiters. My department delivered:
 - An average of 80-120 Care offers p/week, equivalent to 40-60% of the company total
 - Key Projects nationally, responsible for the top 100 priority Nursing Homes
- I was involved in the implementation of a Time & Attendance system:
 - Tested and provided assistance in the design and build of the system.
 - Travelled Nationally to test and train staff in selected trial Nursing Homes
 - Developed an internal agency that utilised gaps in Rosters to predict agency use

Regional Recruitment Advisor; Mar 17 - Aug 17

Recruitment Advisor; Aug 15 - Mar 17

Recruiter / Account Manager, SubServ Pro, Banbury; Apr 13 - May 15

My role as an agency Recruitment Consultant / Account Manager was to Recruit for roles in the Offshore, Oil & Gas, Subsea, Renewables and Onshore industries:

- Solely responsible for the onshore department (April 14 - May 15)
- Recruit a variety of technical and senior roles both permanent and contract utilising a wide variety of recruitment methods such as direct sourcing, advertising and attending events
- Account Manage existing clients building effective working relationships
- Business Develop for new leads
 - I successfully brought on International Clients that provided a large amount of work. This included Samsung Engineering and large scale Recruitment projects overseas for IMH Engineering

Skills

- End-to-End Recruitment & Onboarding
- Coaching, Leading and Managing
- Stakeholder Management, Influencing and Relationship Building
- Process Improvements & Strategy
- Attraction, Marketing and Engagement
- Analytical, Reporting and Performance Measuring
- Safe Recruitment & HR
- Proficient with ATS & HRS systems, including implementation and design
- Project and Campaign management

Coding Skills

- GitHub Repository: <https://github.com/jjinod88>
- Knowledge and experience of coding languages: HTML, CSS, Github, JavaScript and Python
- Knowledge of SEO, UX and UI

Education

- Level 5 Diploma - Full Stack Software Development - Code Institute; (ongoing)
- Level 3 Certificate - Human Resources Practice - CIPD
- Level 3 Certificate - Recruitment Practice - REC
- Level 3 Diploma - Public Services - Hartlepool College FE
- Certificate - Mental Health Awareness
- Certificate - Equality & Diversity

References

I can provide References for all employment on request