## JOB DESCRIPTION

### SUMMARY INFORMATION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Recruitment and Training Officer, Benelux</th>
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</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Contract Type:</strong></td>
<td>Permanent</td>
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<tr>
<td><strong>Job Purpose:</strong></td>
<td>To support the talent acquisition and training activities in Benelux; identify and attract the best talent and ensure the training is arranged an organised within the required time frames.</td>
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<td><strong>Job Band:</strong></td>
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<td><strong>Reports to:</strong></td>
<td>Human Resources Advisor, Benelux</td>
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<tr>
<td><strong>Direct Reports:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>
| **Other Key Contacts:** | Area Director  
Deputy Director  
Managers in Benelux  
global HR team |
| **Financial Responsibilities:** | None |
| **Location:** | Ieper office with hybrid working flexibility |
| **Working hours:** | 37 hours per week. |
| **Travel:** | Must be willing to travel within Europe and overseas, sometimes at short notice. Valid passport, car driving licence and ability to drive in Europe required. |
| **Right to work:** | Must have the right to work in Europe |

### BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours and cares for the members of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.
KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General
- Recruitment:
  - Collaborate with hiring managers to understand position requirements and ensure alignment through the recruitment process.
  - Edit the internal job descriptions and write the external vacancies.
  - Advertise jobs through various channels such as job boards, social media, professional networks and career fairs.
  - First person of contact for recruitment agencies. Investigate and challenge the best quality and price of recruitment partners;
  - Review resumes, conduct initial screening interview and assess candidates fit for open positions.
  - Coordinate and schedule interviews, both in-person and virtual, and provide timely feedback to candidates.
  - Assist the hiring manager with job interviews for blue collar and give professional recommendation;
  - Conduct reference checks for selected candidates.
  - When the right candidate is chosen, align the salary proposal with the HR advisor.
  - Prepare job offers and facilitate the onboarding process for new hires.
  - Establish and maintain relationships with schools to promote apprenticeships.
  - Set up employer branding initiatives in close cooperation with External Relations.

- Training and development
  - Collaborate with department managers to identify specific training requirements and priorities for their teams and ensure alignment with organisational goals.
  - Coordinate and schedule training sessions.
  - Ensure that all legal & compulsory training is delivered in a timely manner.
  - Evaluate the effectiveness of training programs through feedback and performance reviews.
  - Maintain accurate records of training activities, participant attendance and training evaluation forms and certificates.
  - Assist in the selection and evaluation of external trainers or training vendors, when needed.
  - Support the HR advisor with the administration on the performance management process.

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• **HR Support**
  - Maintain, update and administer HRIS in relation to training & development and recruitment & selection.
  - Prepare data for reporting purposes.
  - Collaborate with other HR colleagues on various HR initiatives.
  - Stay updated on trends and best practices in recruitment and training to enhance the organisations talent acquisition and development strategies.
  - Ensure compliance with relevant employment laws and regulations.

**Job Functional Knowledge**

• Good knowledge of HR best practices gained through education or experience.

**Business Expertise**

• A good understanding of all functions and operations of the Benelux.

**Leadership**

• No direct reports.

**Problem Solving**

• Ability to solve a variety of problems basing decisions on prior experience and best practices.

**Nature of Impact**

• Influence decisions through advice to others in his/her field of specialisation.

**Area of Impact**

• Impact on training and recruitment activities in the Benelux.

**Interpersonal Skills**

• Sound communication skills: requiring tact and diplomacy is a significant feature of the job.
PERSON SPECIFICATION

Education and Knowledge

Essential

- Bachelor degree in Business administration or Human Resources, or a related field.

Experience

Essential

- Proficiency in using HRIS, applicant tracking systems.
- General HR experience.

Skills and Abilities

- Strong interpersonal and communication skills with the ability to build relationships and interact effectively with individuals at all levels.
- Good written and communications skills in Dutch, English and French.
- Excellent organisational skills with the ability to prioritise and manage multiple tasks simultaneously
- Committed to continuous professional development
- Everyone who works for us, or with us, shares our Values, which are formed around our concept of CARE (Commitment, Ambition, Respect and Excellence). We are proud and committed to ensuring we bring this to life every day, for ourselves, each other and those who lost their lives
- Health and Safety responsibility for self and others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGC.