

Associate Recruiter - Permanent Position

IMI has in the last number of years moved to a platform business model of outsourced delivery whereby the institute uses a broad network of world-class educators to deliver its programmes. This platform model not only means that IMI operates as an organisation without boundaries in terms of its capacity for expertise but also ensures a fully scalable model for programme delivery whereby capacity to deliver can flex with customer needs as they develop. This is a fundamental element of our customer value proposition and the associates are very important carriers of our brand.

The purpose of this strategically important role is to support the Associate Network Manager in building associate capability and maintaining strong business relationships with both potential and existing associates. While focusing on the recruitment of new talent, this role also has a key part to play in the optimisation of the associate cost profile and ensuring IMI achieves genuine value for money from its associate pool.

About the IMI

IMI equips leaders to build the future through pioneering executive development that translates insight into action.

Offering businesses in Ireland the opportunity to partner with a locally based, world-class executive education provider, our over 200 corporate members reflect a broad spectrum of Irish industry from SMEs and public-sector bodies to the world's largest multinationals.

Thousands of senior executives attend developmental programmes at IMI annually, ranging from NFQ level 9 Masters and Diploma qualifications to one and two-day master classes. We also act as a business partner for organisations, providing customised education to meet unique business challenges in a rapidly changing world.

In 2016, IMI merged with University College Cork, combining UCC's expertise, relationships and global reach with IMI's global ranking, reputation for excellence, unparalleled business community network and scalable business model to deliver distinctive, world-class executive education.

Key Responsibilities

- Manage the recruitment of world-class qualified learning and development specialists, coaches, mentors, guest speakers, programme directors and international key-note speakers to meet both the current and future requirements of IMI. This will involve the creation of a recruitment strategy to successfully search for, screen, interview, and shortlist candidates to sit on our associate panel.

IMI is strongly committed to protecting your personal information and we process and protect your personal data in accordance with our Privacy Notice which can be accessed on our website at the following address <http://www.imi.ie/about-imi/careers-imi>

The IMI is an equal opportunities employer

- Ensure rigorous associate cost management, both in terms of the headline delivery rate and also ancillary costs such as design, preparation etc.
- Liaise with and support other areas of the business in analysing the needs of the various projects requiring associates.
- Manage the recording of associate competencies and experience to build a better associate search engine.
- Oversee the contracting of new associates and the creation of confidential agreements in an appropriate manner.
- Design and implement an IMI onboarding process that assists associates to adhere to quality assurance regulations, IMI learning experience, IMI repositioning guidelines etc. always ensuring that the IMI brand is properly maintained and promoted throughout all activities.
- Support the achievement of the associate strategy including an associate engagement strategy

Candidate Requirements

Experience required:

- 7 years plus experience growing and developing business networks is desirable or experience in a learning and development role.
- Recruitment experience (sourcing, assessing and interviewing candidates) would be an advantage.
- Experience in dealing with fee negotiation would be a distinct advantage

Qualifications required:

- A degree in a Business Discipline is a requirement.

Personal qualities required:

- Strong interpersonal skills.
- Strong negotiation skills.
- Superior organisational skills, be self-driven and able to work independently with initiative and a hands-on execution style, to tight deadlines.
- Have experience working with or managing databases.
- Demonstrate good technical and modern media skills.
- Excellent administrative skills are a key requirement with a proficiency in the use of the full Microsoft Office suite including Word, PowerPoint, Excel and Outlook.

How to apply:

Applications should include:

1. A comprehensive CV giving details of relevant achievements and experience in previous positions as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this position, providing evidence of your ability to match the criteria outlined in the Candidate Requirements.

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Please forward any enquiries and/or your application to recruitment@imi.ie

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