

STEWARTS

Job description

Job title:	Recruitment Advisor
Reporting to:	Head of HR Operations
Department:	HR
Purpose of role:	<p>The Recruitment Advisor is responsible for managing the end-to-end recruitment of fee earning and business services roles across the firm (excluding trainee solicitors and paralegals).</p> <p>The role focuses on delivering a responsive, high-quality recruitment service to hiring managers and candidates, ensuring vacancies are filled efficiently and professionally, and that all stakeholders experience a smooth and well-managed recruitment process. The Recruitment Advisor acts as an ambassador for Stewarts throughout the recruitment journey.</p> <p>Permanent, full-time</p>
Reviewed:	April 2026

Recruitment delivery & coordination

- Manage the end-to-end recruitment process for fee earning and business services vacancies, from vacancy approval through to offer acceptance
- Work with hiring managers to identify hiring needs and skill sets required and manage expectations Create and update job descriptions
- Manage vacancy workflows, ensuring roles progress efficiently and in line with agreed timelines
- Identify innovative selection and assessment methods to ensure the best candidate are sourced for each vacancy Where appropriate interview candidates as agreed with the hiring manager
- Ensure that the co-ordination of interviews, assessments and candidate communications are professional and seamless
- Review and approve offer documentation in line with firm procedures
- Proactively responding to business needs with speed and accuracy, seeking ideas and solutions
- Understand Right to Work requirements

Candidate & hiring manager experience

- Advise hiring managers on recruitment best practice, use of structured interviews and diversity awareness
- Support and challenge, where necessary, hiring managers constructively on selection and salary decisions at interview and offer stage
- Manage the offer process through to a successful outcome including advising on salaries and seeking internal approval
- Maintain regular communication with hiring managers, keeping them informed of progress, next steps and any issues
- Ensure all recruitment interactions reflect the firm's professional standards and employer brand

Sourcing & agency liaison

- Manage sourcing activity through job boards, LinkedIn Recruiter and referrals
- Develop and manage relationships with approved recruitment agencies in line with the firm's agreed terms of business and manage candidate submissions in line with agreed processes
- Ensure consistent, fair and compliant recruitment practices are always followed identifying areas for improvement
- Develop an understanding of the external market and apply this knowledge in discussions with hiring managers, agencies and candidates

Systems, data & compliance

- Ensure that accurate records/data are maintained on the applicant tracking system
- Take ownership of any data retention/GDPR requirements in relation to recruitment records held by the firm
- Support the effective use of the ATS to track vacancies, candidates and recruitment activity identifying areas for improvement as necessary
- Responsible for recruitment MI, reporting and data requests as required using initiative to identify data that can add value
- Ensure recruitment activity aligns with internal policies and the firm's Diversity & Inclusion principles

Collaboration & HR support

- Work closely with HR colleagues to ensure a smooth handover from offer acceptance through to onboarding
- Support the recruitment administrator during busy times or periods of absence
- Identify and recommend ongoing improvements to recruitment processes, templates and ways of working
- Proactively contribute to recruitment-related projects and initiatives, taking ownership as required

Skills, experience & qualifications

- Previous experience in a recruitment, resourcing or HR support role, ideally within a law firm, with understanding of legal qualification processes preferred
- Experience supporting end-to-end recruitment processes and managing multiple vacancies simultaneously
- Experienced and confident in interviewing
- Strong organisational skills with excellent attention to detail and the ability to meet deadlines in a fast-paced environment
- Confident and professional communicator, able to build positive relationships with candidates, hiring managers and agencies
- Comfortable using recruitment systems, databases and Microsoft Office tools
- Demonstrates sound judgement, discretion and empathy when dealing with sensitive situations

General attributes

- Highly organised, proactive and able to manage own workload effectively
- Delivers a high standard of service with a "can do" and hands-on approach
- Collaborative, reliable and supportive team player
- Committed to continuous improvement and learning
- Reflects the firm's culture, values and professional standards at all times