

Job Description

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| Directorate | Quality & Learner Services |
| Department | Human Resources & Organisational Development |
| Section | Human Resources |
| Job Title: | Talent Acquisition Manager |
| Reports To: | Director of Human Resources |

Job Purpose

Responsible for planning, developing, managing and overseeing talent acquisition for the college, including recruitment processes, employer branding and budget management.

Main Responsibilities

Lead on finding, recruiting, hiring and retaining candidates. Develop and implement employer branding across all aspects of recruitment. Identify and implement a variety of methods to drive and enable successful and cost-effective recruitment. Provide analysis and reporting to inform resourcing plans and strategies.

- Develop in conjunction with the Director of HR resourcing strategies, leading on implementation of agreed resourcing plans.
- Work closely with HR Business Partners and Senior Managers to understand resourcing needs.
- Source and find candidates qualified for vacancies, ensuring solutions are cost effective.
- Understand current recruitment and selection processes and identify areas of improvement, streamlining the process to successfully fill vacancies and provide an excellent experience for stakeholders.
- Develop and implement alternative resourcing methods to resolve hard to fill roles.
- Raise purchase orders and process invoices for resource related activities, including agency spend.
- Develop ideas and work with colleagues and stakeholders to improve employer branding in all recruitment campaigns and activity.
- Develop and roll out training for recruiting managers, to enable effective and consistent recruitment and onboarding across college.
- Monitor and report on the impact of resourcing and marketing tools to inform resourcing plans and strategies. Including cost analysis of resourcing for the

Director of HR to utilise.

- Re-engineer onboarding to ensure new joiners are welcomed, inducted, supported, developed and retained. Onboarding will include a 3 month check in with all new joiners for feedback and associated actions with the Talent Acquisition Manager.
- Monitor retention and exit interviews, providing analysis to inform resourcing plans and strategies.
- Build strong relationships with internal and external stakeholders, to enable the achievement of resourcing plans and strategies, including in conjunction with the Director of HR agreeing terms of business, negotiated rates and contract management.
- Attend external events to promote the college, including career and recruitment fairs.
- The job description is a summary of the key tasks and the post holder may be required to undertake other appropriate duties or responsibilities required by the line manager and commensurate with the post

Special Features

There may on occasion be events taking place out of normal college hours, which you will have to attend in this role.

Responsibilities common to all staff

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

The College aims to be a place in which people can work and study free from any form of discrimination. You are responsible for applying the College's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.

All employees are required as part of their duties to take responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld.

Review

This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes.

Person Specification

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist

| Qualifications | | Essential | Desirable | How Assessed |
|--------------------------|---|-----------|-----------|--------------|
| 1 | Relevant HR qualification or equivalent demonstrable experience | X | | A / I |
| 2 | GCSE (Grade C or above) in Maths and English | X | | A |
| Experience and knowledge | | | | |
| 5 | Experience of working as a Talent Acquisition Manager or equivalent experience in a recruitment/ resourcing role. | X | | A / I |
| 6 | Knowledge of the recruitment life cycle and employer branding techniques. | X | | A / I |
| 7 | Knowledge of a variety of different selection methods. | X | | A / I |
| 8 | Knowledge of sourcing and recruitment marketing tools. | X | | A / I |
| 9 | Experience of posting jobs, liaising with candidates, and using a variety of methods to resolve resourcing challenges | | X | A / I |
| 10 | Experience of building excellent relationships with internal and external stakeholders. | X | | A / I |
| 11 | Knowledge of raising purchase orders and receipting invoices. | X | | A / I |
| Skills & Abilities | | | | |
| 12 | Ability to effectively communicate across all channels. | X | | T |
| 13 | Ability to analyse data and produce reports to inform decision making. | X | | T |
| 14 | Excellent customer care skills. | X | | I |

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|---------------------------------|---|------------------|------------------|---------------------|
| 15 | Excellent ICT skills, including use of social media channels and an ability to use resourcing tools | | | |
| 16 | Plan and organise work and schedules, determining priorities. | X | | I |
| Personal Characteristics | | Essential | Desirable | How Assessed |
| 17 | Has high expectations of self and others | X | | I/T |
| 18 | Takes responsibility for work activities and personal actions and delivers on commitments | X | | I |
| 19 | Innovative in response to changing circumstances identifying and or implementing new or improved approaches | X | | I |
| 20 | Builds positive relationship with others maintaining mutual trust, candour and respect | X | | T |
| 21 | Does the right thing in the right way and is honest and transparent in their approach | X | | T |

Key

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| A | Application |
| I | Interview |
| T | Test |
| C | Certificate |
| P | Presentation |

Vision, Mission and Values

Vision

To be the best College in the country.

Mission

To inspire, challenge and transform lives.

Values



Excellence

We have high expectations of ourselves and each other.



Accountability

We own what we do, learn from our mistakes and constantly seek to improve



Innovation

We seize opportunities and are bold and dynamic in our approach



Collaboration

We are one team and work hard to serve each other well



Integrity

We are honest and transparent and do the right thing in the right way

Main Terms and Conditions of Employment

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|----------------------|---|
| Salary | £26,371-£28,118 |
| Holidays | 35 days plus of 8 statutory bank holidays |
| Pension | LGPS Pension |
| Contact Type | Permanent |
| Working Weeks | 52 |
| Hours of Work | Minimum of 35 per week |