Job Description & Person Specification

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| Position: | Talent Acquisition Specialist | Division: | Human Resources |
| Location: | Derby – with some occasional travel to other sites | Reporting to: | Talent Acquisition Manager |

Purpose of the Role

To provide an end-to-end, consultative service to both hiring managers & strategic partners to ensure we deliver against business needs and the highest level of candidate experience.

Performance Measures

* Successfully fulfilling all recruitment service delivery, recommending areas of improvement to recruitment processes.
* Extensive stakeholder engagement both internally and externally offering an exceptional level of service alongside recruitment delivery.
* Developing successful sourcing strategies to ensure efficient, cost-effective recruitment through direct recruitment channels to fill vacancies.

Key Areas of Responsibility & Accountability

* Manage the end-to-end recruitment process to deliver all recruitment requirements.
* Responsible for recruitment activity, working closely with the Hiring Manager, including taking role briefings, writing adverts, direct sourcing of candidates and managing ATS.
* Advertising vacancies internally and externally on relevant job boards.
* Writing job adverts based on vacancy briefing to attract strong calibre of candidates.
* Directly source of candidates via a variety of cost effective, role appropriate methods including but not limited to; job boards / advertising / social media and talent pooling.
* Shortlisting candidates through creative talent pooling and pipelining, industry networking, utilising internal referrals and the use of multichannel sourcing to attract a diverse pool of top talent.
* Networking with candidates and stakeholders as well as our recruitment partners to build strong internal and external working relationships.
* Creating talent pools of candidates
* Proactive pipeline building for future requirements.
* Keep up to date with the latest trends and developments in talent acquisition.
* Maintain relationships with third party suppliers including local job centres and recruitment agencies.
* Measurement of Recruitment Agency performance and managing this effectively with the supplier to ensure we are receiving the best possible level of service and cost effectivity.
* Working closely with the compliance team to ensure a smooth onboarding process for new starters.
* Pre-screening and shortlisting candidates against vacancy briefing document.
* Producing regular KPI reports and providing input to MI as required.
* Maintaining record of personal cost savings on direct source hire vs. agency spend.
* Working closely with internal stakeholders to create a strategic recruitment plan aligned with their departmental growth plans/changes.
* Providing constructive candidate feedback to unsuccessful candidates.
* Providing advice and assistance with the offer and on-boarding process.
* Identify and deliver service improvement activity across the business through process improvements.
* Assist in the development of training tools to support hiring managers when recruiting.
* Ensuring all standard operating procedures and KPI’s are delivered.
* Participation and support of cross-functional projects within HR & Talent Acquisition.
* Working closely with Talent Acquisition Manager to produce and manage our PSL and Recruitment Agency Code of Conduct.
* Consistently communicate market insights to internal stakeholders and the Talent Acquisition Manager.
* Any other duties reasonably assigned.

Person Specification

This role would suit someone who:

* Is motivated by getting it right for clients and candidates and by delivering a best-in-class service that is right first time, every time.
* Is driven by demonstrating cost-savings for the business and team.
* Is keen to keep up to date with new and innovative Talent Acquisition ideas to capture the attention of the market and attract the best resource.
* Recognises the importance of excellent communication and developing strong working relationships with internal and external stakeholders.
* Wants to work as part of a team and has a collaborative approach.
* Is willing and able to work out of usual office hours and at alternative locations should the need arise.
* Has experience in operational recruitment delivery and looking to progress into a more strategic role.
* Has experience working in a fast-paced environment.

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| Experience | Significant recruitment experience in either an agency, RPO or in-house environment.  Demonstrable experience working in several sectors delivering entry level, junior, middle & senior manager type roles.  Significant experience in using a variety of direct sourcing methods to attract the best talent.  Demonstrable experience showing ability to build and manage key relationships with both internal & external stakeholders.  Experience of working in a federated environment with multiple hiring managers.  Experience in the direct sourcing of positions across a variety of disciplines and departments. |
| Skills and Knowledge | A sound knowledge of different recruitment practice and operating models.  Experience of working with an ATS, external digital platforms/suppliers and any other tech stack associated with Talent Acquisition.  Experience of using a variety of different Job boards and platforms to advertise and source talent |
| Personal Qualities | Flexibility of approach is important as well as confidence in own ability.  Excellent communication skills – both verbal & written with a credible, professional approach.  Proactive by nature and highly organised with a strong attention to detail.  Ability to manage conflicting deadlines and be process-driven with the ability to foresee potential issues and provide reasonable solutions.  Innovative approach to work, thinking outside the box to uncover new ideas on attraction methods. |

Values, Behaviours, and Principles

The post holder is expected to lead by example in terms of role modelling the behaviours associated with our values. We are always:

**Compassionate** – we show kindness, consideration and understanding in everything we do – and demonstrate our caring nature to our patient, people, and communities.

**Accomplished** – we are available day and night – a response, adaptable, professional NHS partner, providing the best advice, care, and treatment for every individual.

**Respectful** – we recognise the value that individual and team difference bring – welcoming views, listening, being honest, and learning from others’ experiences.

**Encouraging** – we believe everyone matters, so we inspire confidence in other – promoting ‘speaking up’, fostering career-long learning and development, and supporting improvement ideas.

Diversity

DHU believe our workforce should be as diverse as the range of services we offer, and the communities we serve. We are committed to valuing and encouraging diversity throughout our workforce, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. As part of our mission, we are dedicated to eliminating discrimination.

Acknowledgment

I acknowledge receipt and confirm my understanding and acceptance of the responsibilities specified in my Job Description.

Please Note: If you are unclear of any requirement in this document obtain clarification from your line manager.

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| Signature of Post Holder: |  | Date: |  |
| Name: |  | | |

DHU Healthcare is a ‘not-for-profit’ community interest company providing a diverse range of services to the NHS frontline, including urgent and emergency care, primary care, out of hours services and NHS111. We operate 365 days a year, 24 hours a day across a wide geographical area including Derbyshire, Northamptonshire; Nottinghamshire; Leicester, Leicestershire & Rutland; Lincolnshire, Milton Keynes, Bath, Northeast Somerset, Swindon and Wiltshire – a population totalling around ten million. A socially conscious organisation, we provide compassionate, safe, high-quality care to our patients and the communities we serve and offer a supportive work environment to our 2,000 people.  You can find out more about us at [Our profile: DHU Healthcare](https://dhuhealthcare.com/about-us/our-profile)