Job Description & Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Position: | Talent Acquisition Coordinator | 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 provide the highest level of candidate experience.

Performance Measures

* Successfully fulfilling all recruitment service delivery, recommending areas of improvement to recruitment processes.
* Extensive stakeholder and candidate engagement both internally and externally, offering an exceptional level of service alongside recruitment delivery.
* Provide support to the Talent Acquisition Manager to deliver the against our recruitment priorities.

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, sourcing candidates, and managing an ATS when applicable.
* Advertising vacancies internally and externally on relevant job boards in line with the company policy/procedure.
* Providing advice and assistance with the offer and on-boarding process.
* Consistent communication with candidates at all stages of the recruitment process to promote DHU’s reputation and ensure a quality recruitment experience.
* 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.
* Writing job adverts based on vacancy briefing to attract a strong calibre of candidates.
* Creating talent pools of candidates for roles that need additional recruitment support.
* Producing regular KPI reports and providing input to MI as required.
* Directly source candidates using various job aggregators/platforms.
* Maintain relationships with third party suppliers including local job centres and recruitment agencies.
* Working closely with the HR team to ensure a smooth onboarding process for new starters.
* Pre-screening and shortlisting candidates against vacancy briefing document/job description.
* Preparation and coordination of various selection processes including interviews and assessment centres.
* Providing constructive candidate feedback to unsuccessful candidates.
* Ensuring all standard operating procedures and KPI’s are delivered.
* Participation and support of cross-functional projects within HR & Resourcing.
* Proactively build diverse candidate pools while leveraging all available talent channels.
* Periodically lead and/or participate in cross-business/cross-company special projects and initiatives related to talent acquisition.
* Any other duties reasonably assigned.

Person Specification

This role would suit someone who:

* Is skilled at partnering with hiring teams to build effective sourcing, assessment, and closing approaches with an ability to manage stakeholder expectations through a deep understanding of ROI.
* Is motivated by getting it right, first time, every time for candidates and stakeholders alike by delivering a best-in-class service.
* 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 and high-volume recruitment delivery.
* Has experience working in a fast-paced environment.

|  |  |
| --- | --- |
| 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.  Demonstrable experience showing ability to build and manage key relationships with both internal & external stakeholders.  Experience of working in an operational environment with multiple hiring managers. |
| 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. |
| 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. |

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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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)