

Job Description

Job Title:	Talent Acquisition Manager
Reporting to:	Head of HR and Organisational Development
Department:	People
Direct reports:	Talent Partners
Budget:	N/A
JD date reviewed:	07/11/2023
Job Level:	16
Job Family:	How We Operate

Job Purpose

Design and execute strategic talent acquisition strategies and policies aimed at attracting high-calibre candidates aligned with our values, while expanding the talent pool to foster diversity and effectively contribute to Eastlight's recruitment objectives. Leading and directing a refined talent acquisition service that is intricately responsive to the ever-evolving demands of the business, ensuring a streamlined, cost-effective approach to staffing all vacancies.

Enhancing the skills and competencies of the Executive and Leadership, and the Talent team by empowering them to engage in talent recruitment while upholding regulatory compliance and aligning with our People and Equality, Diversity, and Inclusion strategies. Overseeing an exceptional, strategically-aligned talent acquisition, onboarding, and new starter retention experience for candidates, with the goal of embedding Eastlight's reputation as the employer of choice in the industry.

Key Strategic Responsibilities

Establishing and nurturing exceptional relationships with leaders and managers, you will work collaboratively to generate workable solutions for the business, engaging analytical review and thoughtful consideration of consequences and risks. Leadership will be integral to supporting Eastlight in achieving its overarching goals.

Persuasive and influential, you will bring a dynamic perspective to the business by presenting key points to shape the views and decisions of stakeholders, to enable a strategic and cost-effective talent acquisition service. Contributing to a culture of continuous improvement and excellence, you will be dedicated to People excellence inspiring confidence as a provider of sound judgment, business acumen, and pragmatic solutions, reinforcing the credibility of talent acquisition processes within the organisation, in adherence to regulatory compliance.

Key Functional Responsibilities

Talent Acquisition Strategy and Policy Development: Collaborate with Executive and Leadership Team to design and execute talent acquisition, retention, onboarding strategies and policies that align with our mission, values, and business goals and forecast future talent needs.

Working in partnership with People Team Leaders to ensure the recruitment process expands the diversity of new talent to Eastlight, reflecting the diversity of our customers.

Leading and developing talent acquisition strategies and policies to attract candidates who share our values, in adherence to any regulatory requirements.

Proactive Talent Sourcing and Networking: Innovatively source new talent and oversee cost-effective methods and artificial intelligence initiatives to enrich our candidate pools. Identify and engage passive candidates from non-management to C-suite level, building and maintaining purposeful relationships with potential candidates, industry professionals, and external partners.

Professional and Responsive Recruitment Services: Lead and oversee the delivery of a professional and responsive talent acquisition, onboarding and new starter retention service. Embrace innovation, meet key performance indicators and budget constraints, by influencing and coaching business leaders to adopt best practice.

Process Improvement and Vendor Management: Procure and manage cost-effective contracts with agencies (Preferred Supplier List) and service providers in the talent acquisition domain, including implementation of an Application Tracking System. Review, monitor, and seek continuous improvement in systems and processes related to talent acquisition, onboarding, and retention.

Data Analysis and Reporting: Produce data and metrics to track recruitment KPIs and analyse trends to determine data-driven decisions to improve our recruitment practices. To include ED&I, resourcing, onboarding and retention data to inform the business and minimise agency spend. Work in partnership with business leaders to influence effective recruiting approaches and set realistic expectations on time to fill, provide market feedback, candidate pool quality, and compensation.

Training and Development: Design and deliver training programs to enhance the recruitment skills of our leaders, ensuring compliance and efficiency, by applying excellent coaching and negotiation skills.

Compliance: Ensure that recruitment practices and new starter onboarding processes adhere to all relevant UK employment laws, GDPR, rehabilitation of offenders Act, housing regulations, and industry standards. Including right to work, Disclosure and Barring Service, Occupational Health, Driving Licence checks, qualifications, Declaration of Interest, references and pre-employment best practices.

Team Leadership: Lead, inspire and mentor a team of Talent Acquisition professionals, providing expert subject matter guidance and advancing a collaborative, inclusive, and supportive working environment.

Employer Branding and Project Support: Develop and promote Eastlight as an employer of choice, enhancing our reputation in the job market through branding, marketing, and community engagement, utilizing social media, CV databases, Boolean searches, industry contacts and professional networks. Undertake projects as needed to support the delivery of The People and Equality and Diversity strategies.

Person Specification

Education and qualifications

- CIPD qualified or equivalent experience
- REC Qualified or equivalent experience

Experience

- Proven experience of in-house talent acquisition from non-management to C-suite, both strategic and operational.
- Proven experience of developing, implementing and reviewing systems and processes and delivering continual improvement.
- Proven experience of budget management.
- Proven experience of contract management.
- Proven experience of designing and delivering resourcing/recruitment training to develop hiring manager skills.
- Proven leadership/management experience.
- Proven experience in the design and implementation of successful talent/diversity strategies including succession planning and retention.
- Experience designing and implementing talent metrics dashboards.
- Experience in effective stakeholder engagement (relationship building with candidates, Hiring Managers, colleagues, and external stakeholders).

Knowledge and Skills

- Knowledge of a wide variety of talent acquisition methods.
- Knowledge of onboarding requirements, including Disclosure and Barring checks.
- Knowledge of regulations impacting talent acquisition and onboarding (employment law, rehabilitation of offenders, DBS).
- Knowledge of equality, diversity and inclusion best practice (including positive action).
- Excellent communicator with ability to influence and negotiate.
- Ability to prioritise and meet deadlines, with excellent attention to detail.
- Competent with Microsoft Office suite, including Microsoft teams.
- Able to demonstrate and exercise strong emotional intelligence and quickly assess rapidly changing situations.
- A highly motivated self-starter, able to work autonomously with minimum supervision.
- 'Can do' attitude that inspires confidence and builds trust.
- Ability to generate, analyse, identify trends and present management information.
- Able to maintain confidentiality and act with pragmatism, discretion and diplomacy.

Ability to travel to various locations as necessary to fulfil the role.