



## Job Description

Role title	Talent Acquisition Manager	Directorate	People
Level	People Manager	Department	

Accountable to	Director of People Operations
Accountable for:	Financial: Management of the recruitment budget and own staff costs. People: 2 direct report – Full management of Talent Acquisition for Optivo staff.

**Job purpose:** To develop, lead and implement a progressive, customer focussed talent acquisition strategy, ensuring consistent processes in line with Optivo’s culture and values To partner with business leaders in identifying talent requirements for now and in the future, proactively attracting a pipeline of talented candidates. Build a strong employer brand and direct attraction methodologies focussed on excellent candidate experience and high quality service delivery.

### **Principal accountabilities:**

1	<ul style="list-style-type: none"> <li>• Implement leading edge recruitment practices and delivering qualified and skills candidates and a great user experience.</li> <li>• Take full ownership of the recruitment life cycle focusing on streamlining delivery, accuracy, creativity, efficiency and timely execution of tasks</li> <li>• Work across the organisation to deliver proactively on Optivo’s commitment to inclusion and diversity.</li> <li>• Contribute to the broader people agenda leading and supporting projects as required.</li> <li>• Manage workforce planning; determine current staffing requirements and produce forecast.</li> </ul>
2	<p><b>Attraction</b></p> <ul style="list-style-type: none"> <li>• Design and implement a direct sourcing strategy to support the growth of the organisation and in line with our commitment to reduce costs.</li> <li>• Sourcing a pipeline of talent through online channels using a range of tools (e.g. social media platforms, job boards and professional networks</li> <li>• Design and implement an efficient applicant tracking system, with real-time candidate information.</li> <li>• Assist in job description template creation, and support the training of managers</li> <li>• Foster long-term relationships with past applicants and potential candidates.</li> <li>• Work continuously to improve Optivo’s ability to secure the best talent, whilst focusing on candidate experience.</li> </ul>
3	<p><b>Management of the end-to end recruitment lifecycle</b></p> <ul style="list-style-type: none"> <li>• Responsible for providing a pro-active consultancy service covering the end to end recruitment lifecycle for all permanent and fixed term hires, from job briefing to offer management.</li> <li>• Liaise with stakeholders to provide an efficient, customer focussed, cost effective and timely recruitment service.</li> </ul>

	<ul style="list-style-type: none"> <li>Oversee the effective management of interviews, assessment centres and selection tools,</li> <li>Ensuring that all recruitment and interview documentation is collected and stored in accordance with GDPR requirements</li> <li>Ensure the seamless transition of candidates to new starters, working in collaboration with the people team.</li> <li>Responsible for ensuring all candidate, internal and external, receive timely and constructive feedback as required.</li> <li>.</li> </ul>
4	<p><b>Employer Value Proposition (EVP)</b></p> <ul style="list-style-type: none"> <li>Develop the talent acquisition strategy to incorporate EVP, hiring strategy and development of a careers site.</li> <li>Work with the communications team to enhance external and internal employer brand on social media platforms and internal intranet to post all vacancies.</li> <li>Design effective campaigns and attend and host events to enhance our brand and widen our talent pool.</li> <li>Leverage our internal network to generate referrals</li> <li>Drive value from LinkedIn and social media channels</li> <li>.</li> </ul>
5	<p><b>Management Information (MI) / KPI's / Budgets / Targets</b></p> <ul style="list-style-type: none"> <li>Manage the production of MI to meet requirements of the Executive Director for People the Executive Team and in line with service level agreements</li> <li>Management of own staff budget and recruitment costs across the business</li> <li>Ensure the Talent Acquisition team deliver against targets, within budget and plan</li> <li>Track key recruiting KPIs, including time to fill and source of hire</li> <li>Reconcile vacancy requests against budgeted headcount requirements</li> </ul>
6	<p><b>On-boarding</b></p> <ul style="list-style-type: none"> <li>Create an effective on-boarding process / guidelines working collaboratively across the team and organisation to maintain consistency.</li> <li>Ensure job offer letters and contracts are in line with legislation and GDPR and the team are kept informed of their roles and responsibilities.</li> <li>Ensure that 'Right to Work' checks, Background checking and DBS checks are fit for purpose across the business.</li> </ul>
7	<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>Provide a high quality service to meet the needs of customers both internal and external</li> <li>Be a true partner to the business regarding Talent Acquisition</li> <li>Create and maintain the preferred supplier list (PSL). Support tendering and account management activities to ensure we maintain value for money agreements and excellent service delivery</li> <li>.</li> <li>Minimise reliance on agency usage and shift the business towards direct sourcing based on high quality of service delivery, effective and timely results</li> </ul>
8	<ul style="list-style-type: none"> <li>Inspire, lead and be a role model, consistently demonstrating the Optivo culture and values</li> </ul>
9	<ul style="list-style-type: none"> <li>Manage, motivate, support, and develop the team, leading by example to ensure excellent services are provided in line with organisational policies.</li> </ul>
10	<ul style="list-style-type: none"> <li>Manage your team / department spend within agreed budgets and deliver value for money at all times</li> </ul>
11	<ul style="list-style-type: none"> <li>Champion resident focus and ensure your team and others put residents at the heart of all they do.</li> </ul>
<p><b>Relationships:</b> Internal customers: ET, LT, people managers, employees, People Team, Finance Team, Procurement, Internal Communications team. External: Agencies, Potential candidates. Agencies, Educational Institutions i.e. Universities &amp; Colleges etc.</p>	

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**Person specification:**

**Knowledge, skills and abilities:**

1	<p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"><li>• Evidence of effective team management skills</li><li>• Experience of screening and shortlisting candidates using a range of tools</li><li>• Experience of employer brand development in a changing environment</li><li>• Excellent problem solving skills and effective interpersonal skills</li><li>• Exceptional time management skills and the ability to prioritise and meet deadlines</li><li>• Thorough knowledge and understanding of people policy and current legislation and its practical application</li><li>• Excellent working knowledge of HR and Recruitment systems</li><li>• Previous experience of heading up a Talent Acquisition or Recruitment function, managing a team and having responsibility for its effective running</li><li>• Previous experience of working with a unionised environment and forming positive, working relationships</li><li>• Good understanding of employment legislation and its impact on resourcing processes</li></ul>
2	<p><b><u>Skills</u></b></p> <ul style="list-style-type: none"><li>• CIPD Level 7/ professional qualification or demonstrable experience operating at this level within a similar role</li><li>• GCSE English and Maths (C grade or above) or equivalent</li><li>• Strong skills in the effective use of social media, job boards, CV databases and professional networks</li><li>• Hands-on experience with full-cycle recruitment administration</li><li>• Experience of using Applicant Tracking Systems (ATSs)</li><li>• Excellent verbal and written communication skills</li><li>• Excellent attention to detail and accuracy</li><li>• Excellent interpersonal and stakeholder management skills</li><li>• Intermediate / Expert user level in Word, PowerPoint and Excel is essential</li></ul>
3	<p><b><u>Abilities</u></b></p> <ul style="list-style-type: none"><li>• Evidence of the ability to both transform and streamline recruitment practices consistent with a progressive talent acquisition function.</li><li>• Ability to be strategic and tactical when making decisions</li><li>• Ability to work appropriately with highly confidential information and data</li><li>• Able to deliver well under pressure and to strict timelines</li><li>• Ability to multi-task and think on your feet, with a common-sense approach to flex the recruitment administration processes to ensure business deliverables are met</li><li>• Passionate about recruiting talented individuals</li><li>• The ability to work independently, as well as part of a team</li><li>• Ability to communicate in a clear and compelling way to different audiences, champion inclusion and foster a culture of trust and openness</li><li>• Ability to deal sensitively, assertively and objectively with people</li><li>• To produce work to a consistently high standard within tight deadlines</li><li>• To have a friendly, approachable, flexible attitude to work and be a self-motivated, pro-active individual</li></ul>

**Behavioural competencies:**

I will demonstrate Optivo's C.O.R.E. behavioural competencies at the level associated with my job role. Please refer to our C.O.R.E. competencies grid.

**My health and safety obligations**

In my role I have a duty of care under the Health and Safety at Work Act. This means I will be familiar with the relevant legislation and will work in a safe way. As a staff member I will take responsibility for my own safety as well as my team's safety and work in collaboration with the Health and Safety Officer to minimise any potential risks.

**My data protection obligations**

In my role, I have a duty to maintain the security and privacy of personal information of residents and colleagues. I will be familiar with the requirements of current Data Protection legislation and will take care to enter accurate, complete and compliant data in to our systems. I understand it is everybody's responsibility to resolve data inaccuracies as and when they are found.

**Further relevant information**

Travel between sites will be a requirement for this role.

There may be a requirement to attend meetings and other activities outside of normal working hours.

Adopt and comply with strategy and regulatory requirements, organisational values, policies and procedures, including Health and Safety, Equality and Diversity, Procurement, Data Quality & Assurance, Safeguarding, Value for money.

No Job description can cover every issue which may arise within the job at various times and I am expected to carry out other duties from time to time, which are broadly consistent with those described.