

# Job Description

## Talent Acquisition Advisor

### People Services

**Grade: E**

**Role profile SME1**

**37 hours**

**Permanent**

**Hybrid Working available on a minimum of 40% in the office – to be regularly reviewed and agreed with the line manager**

	Duties of the role
<b>Overall purpose of the role</b>	<p>Reporting to the Talent Acquisition Manager, the post holder will be responsible for activities associated with attracting, sourcing, recruiting and inducting senior leaders and specialist roles at De Montfort University (DMU).</p> <p>The post holder will create a unique experience for employees so that DMU is able to attract and employ the highest calibre of candidate in the jobs market.</p>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide talent acquisition advice and guidance and deliver customer focussed solutions in the attracting and sourcing of senior leadership positions and specialist roles at DMU. This will include devising pro-active recruitment plans with hiring managers and managing the full vacancy lifecycle for roles in scope of the service</li> <li>• Undertake proactive candidate attraction and headhunting through social media forums such as LinkedIn and develop an in-house expertise on sourcing methodologies that ensure DMU maintains a competitive edge in the global job market</li> <li>• Liaise with external companies i.e. recruitment agencies regarding specialist campaigns acting as the internal client</li> <li>• Design and facilitate assessment and selection activities for senior leadership and specialist roles, providing advice and guidance to hiring managers on appropriate assessment tools and methodology that meet the needs of the role but also ensure alignment and consistency across Faculties and Directorates</li> <li>• Work closely with the Learning and Development colleagues within People Services to align development opportunities across the service.</li> <li>• Lead the internal redeployment process, ensuring candidates are matched appropriately according to skills and abilities before roles are advertised and</li> </ul>

## Duties of the role

liaise with recruiting managers throughout the redeployment process.

- Oversee the advertising process, providing specialist best practice guidance to managers on advertising options, including manager induction and training
- Oversee safer recruitment practices, shaping changes to policy, manager training and ensuring processes and advice is in line with legislation, professional standards and best practice.
- To pro-actively identifying any talent pipeline issues and ensuring other routes to market are explored
- To take a lead on projects as necessary to improve the service and play an active role in broader work within the Talent Acquisition Team
- To manage and work to key recruitment metrics and KPI's to improve the Talent Acquisition Team
- To lead the delivery of all internal recruitment and selection training to ensure managers and panel members are well equipped to make sound recruitment decisions. This includes exploring blended learning approaches utilising internal learning platforms
- To ensure data is processed accurately and in line with deadlines, maintain and review manual and computer-based records to ensure information held is up-to-date and compliant with legislation
- To contribute to the continued development of the recruitment systems and processes
- To adhere to agreed customer service standards and service level agreements
- Communicate and liaise with customers in order to understand and resolve issues to ensure that service levels are met and barriers removed.
- Coach and mentor more junior colleagues, developing their capability within their roles and nurturing future potential.
- Be responsible for the checking and auditing of work ensuring processing is accurate and compliant within defined processes.
- Perform any other duties commensurate with the job grade as reasonably required from time to time.
- Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
- The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU

Duties of the role
Environmental Policy.

# Person Specification

## Talent Acquisition Advisor

People Services

Grade: E

Role profile: SME1

Full time (37 Hours)

Permanent

Hybrid Working available on a minimum of 40% in the office – to be regularly reviewed and agreed with the line manager

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
<b>Technical</b>	Experience of working in a similar role	Essential	x			
	Professional qualification in HR/Talent Acquisition or equivalent experience	Essential	X			X
	In-depth knowledge and proven experience of the end to end resourcing and recruitment processes, including social media campaigns	Essential	x	x	x	
	Experience of providing resourcing solutions to a variety of customers, meeting diverse needs	Essential	x	x	x	
	Experience of running successful recruitment campaigns that promote equalities and inclusivity	Essential	x	x	x	
	Experience of supporting hiring managers working at a senior and executive level within a large organisation	Essential	X	X		
	Experience of implementing internal talent development and or succession planning initiatives		Desirable	X	X	
	Knowledge and understanding of the application of different assessment and selection methodology	Essential	X	X		
	Awareness of approaches to internal talent management and succession planning and the applications of such approaches within a large, complex organisation	Essential	X	X		
	Ability to interpret policy and to give clear and helpful advice and solutions to customers	Essential	x	x		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment				
			A	I	T	D	
	Ability to horizon scan the environment and to suggest changes to systems and processes that keep the university safe but competitive		Desirable	x	x		
	Up to date knowledge of employment legislation, relevant regulations and policy	Essential		x	x	x	
	Strong verbal and written communication skills with the ability to build relationships with key stakeholders	Essential		x		x	
<b>Performance Management</b>	Ability to train and induct and to adopt a coaching approach to enabling others		Desirable	x	x		
	Ability to effectively plan, prioritise, and manage several projects simultaneously.	Essential		x	x		
	Able to be calm and resilient under pressure	Essential		x	x		
<b>Customer Service</b>	Demonstrable commitment to excellent customer service and communication	Essential		x	x	x	
	Ability to suggest new and innovative solutions to improve service delivery and customer experience	Essential		x	x	x	
<b>Personal Effectiveness</b>	Proficient in the use of Microsoft Office packages and an ability to quickly learn and adapt to new software/ systems	Essential		x	x		
	Ability to use a range of modern recruitment techniques and tools	Essential		x	x		
	Ability to interpret and analyse data and metrics and to translate this into meaningful presentations	Essential		x	x		
	Sensitive to a diverse range of staff and customer needs	Essential		x	x		
	Ability to demonstrate tact and diplomacy when dealing with both internal and external customers	Essential		x	x	x	