ROLE PROFILE

Job Title	**Talent Acquisition Lead**
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Human Resources
Location	Flexible: SBP/Arete/Richmond
Leader	Head of Talent
People Leadership	No
Job Level	Level 3B

Role Purpose

Act as Talent Acquisition Lead to develop and oversee the global Talent Acquisition strategy, ensuring that as an organisation we have the infrastructure, processes and capabilities to attract and engage internal and external Talent. Provide subject matter expertise across the organisation on all aspects of Talent Acquisition including Employer Branding, Talent Attraction, Systems and Process Optimisation, and Candidate Experience. Support the business to build an organisation with a culture that supports the Company Values and the long-term perspective that defines the Company.

Accountabilities

- Take the lead on providing input and oversight of the global Talent Acquisition agenda and to support the Chief People Officer, HR Leadership Team and Head of Talent in this respect.

- Support the Head of Talent to provide strategic oversight and governance of the current status of Talent Acquisition within WG&S, drawing on data and insight from multiple sources to build a rounded perspective of progress made, and current priority areas.

- Provide thought leadership and recommendations to drive and deliver improvements to the Talent lifecycle and employee experience, working across different Business Units to ensure consistency where required, yet allowing for local approaches to be supported where needed.

- Collaborate across the organisation, building strong relationships with HR colleagues and Business leaders to develop awareness, practical skills, and understanding of good Talent Acquisition practices.

- Provide input to the development and deployment of a compelling employment brand through multiple channels, including the strategic use of social media.

- Work closely with the Talent Management Lead to ensure that Talent practices are aligned and consistent, and collaborate on opportunities to support decision making around selection decisions (e.g. building fair and robust selection processes, supporting with assessor skill building, validating processes).

- Work closely with the Talent Management Lead and HR Directors to gain visibility of internal Talent and support internal mobility.

- Provide direction, develop governance, and practical delivery on core Talent Acquisition processes (e.g. Employer Branding, Sourcing, Screening, Selecting) to drive consistency, quality and proactivity in the organisation's approach to hiring.

- Provide practical delivery of key sourcing projects (e.g. providing Executive Sourcing, Talent Mapping & Insights, volume campaigns) to support HR Directors and Hiring Leaders to ensure a quality pipeline of talent.

-

Created by:	Melissa Sumner
Creation Date:	August 2021
HRBP:	Kirsty Morris
Date of last revision:	August 2021

Core Competencies:

Relating and Networking
- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict

Analysing
- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems Demonstrates an understanding of how one issue may be a part of a much larger system

Formulating Strategies and Concepts
- Works strategically to realise organisational goals
- Sets and develops strategies
- Identifies, develops positive and compelling visions of the organisation's future potential
- Takes account of a wide range of issues across, and related to, the organisation.

Presenting and Communicating Information
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

Planning and Organising	**Adapting and Responding to Change**
• Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Manages time effectively • Identifies and organises resources needed to accomplish tasks • Monitors performance against deadlines and milestones	• Adapts to changing circumstances • Accepts new ideas and change initiatives • Adapts interpersonal style to suit different people or situations • Shows respect and sensitivity towards cultural and religious differences • Deals with ambiguity, making positive use of the opportunities it presents

Skills and Qualifications:

Essential:

- Experience in an in-house recruiting team covering multiple geographies

- Solid experience of building a proactive hiring culture, including the development of talent pools, external talent slates, and workforce planning.

- Experience setting employer brand strategy and defining initiatives to bring the strategy to life.

- Deep understanding and expertise in a range of attraction and sourcing methodologies, both advertising and search-led

- Data-led approach, with experience of driving insight across the hiring process and a practical feed into process design/optimisation

- Skilled in driving efficiency and optimising the hiring experience through tools and technologies (e.g. ATS, CRM).

- Ability to manage complexity and navigate uncertainty and change

- A global mindset – able to take a holistic and inclusive approach to the development and implementation of solutions. Highly collaborative approach and someone who recognises the power of leveraging diverse perspectives

- Strong facilitation and stakeholder management skills

- Computer literacy to include Word, PowerPoint, Excel

Desirable:

- Strong Project Management capability