**JOB DESCRIPTION**

**Post:** Talent Assistant

**Responsible to:** Talent Acquisition Lead

**Hours:** 37

**Grade:** SP 21-25

**Primary Job Purpose:**

* To work with key stakeholders and to lead and co-ordinate staff recruitment activities to include all selection processes, overseeing the administrative processes, in accordance with the Trust’s Recruitment and Selection Framework and associated policies and procedures including candidate tracking for equal opportunities monitoring.
* Responsibility for co-ordinating the recruitment approval process to include liaison with People Business Partners, school managers/leads to ensure that managers fully and presenting requests at the weekly approval meetings.
* To support the People Director for Trust with identifying value for money with regards to temporary staff recruitment activity when working with external agencies and other professional organisations. Seek innovative ways of attracting and recruiting candidates to Trust vacancies particularly hard to fill posts via attendance at University Recruitment Fairs, schools, the job centre and identify other initiatives.
* Organising and co-ordinating London South East Academies Trusts Recruitment events
* To support with the on-boarding process in conjunction with the People Business Partners and People Support Officer, ensuring that all pre-employment checks are undertaken, offer letters issued and contracts drafted in accordance with the recruitment service level agreement.
* Identifying innovative ways of attracting high calibre candidates including for “hard to fill roles”.

## Significant Contacts and Relationships:

* People Team colleagues
* Trust and other Senior Managers
* Trust Schools/Teams
* All members of staff, outside agencies and general public
* Participation in any Trust working parties and focus groups as required

**Principal Accountabilities within designated responsibility areas:**

**Recruitment & Selection**

1. To be one of the key points of contact for hiring managers, staff and candidates to provide information and advice on the Trust’s policies and procedures relating to recruitment and selection, best practice and employment law.
2. Oversee the design and implementation of recruitment strategies
3. To attend and represent the Trust at external recruitment events.
4. To organise and facilitate in house Trust recruitment fairs to include the follow up of candidates after attendance.
5. To oversee and monitor the recruitment dashboard in order to ensure accurate data is entered.
6. To ensure appropriate branding is consistently used for recruitment campaigns creating the best possible image of the Trust.
7. To advise managers on appropriate recruitment and selection methods to facilitate the appointment of high calibre staff.
8. To support managers that are new to the recruitment process, providing advice and guidance as appropriate.
9. Assisting in the preparation of job descriptions, person specifications and advertising copy as required, and checking that these documents are consistent with the Trust’s branding and that content is appropriate for talent attraction.
10. To place job adverts using internal and external platforms including social media,
11. To work with key stakeholders to ensure that our benefits packages, our branding, and working for us section on our website is fit for purpose, to attract candidates
12. To respond to enquiries from prospective applicants.
13. To ensure that short-listing packs and correspondence associated with recruitment and selection are prepared as required, for example interview invitations, reject letters, reference requests and offer letters etc., delegating to administrative staff as appropriate.
14. To participate on interview panels and other selection processes, as appropriate.
15. To participate in the maintenance of the Trust’s People Information System.

**Temporary Staffing Co-ordination**

1. To liaise with employment agencies to obtain value for money through the negotiation of rates.

**Onboarding**

1. To progress offers of employment including the completion of pre-employment checks and issue contracts of employment as required as part of the onboarding process.
2. To ensure that accurate information relating to new starters is entered onto itrent and that the Payroll Section is notified by the required deadline.
3. To maintain People manual and computerised records, ensuring that files are up to date so that enquiries can be dealt with promptly.
4. To ensure confidentiality and integrity of all People information in accordance with the Data Protection Act and other relevant legislation and Codes of Practice.

**General**

The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All Trust employees are required to undertake the following general duties:

* Support all Equality and Diversity initiatives to address any imbalance of staffing complement.
* To work with People colleagues to develop a high quality People service.
* To provide the Director of People Trusts with regular reports on recruitment activity against agreed targets.
* Dealing with day-to-day general enquiries in an efficient and respectful manner which supports targets associated with excellent customer service.
* To provide operational cover to ensure the smooth running of the People function.
* To support the development of policies and procedures and People practices/systems through maintaining up-to-date knowledge of employment legislation and best practice.
* Carry out such other duties as may be reasonably requested by the line manager, or any senior manager.
* Adhere to our STARS behavioural framework:
* **Standout:** we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
* **Teamwork:** we are a team. Together we get the job done. Together we achieve our goals. It’s everyone’s job to step in and help.
* **Accountable:** we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
* **Respectful:** we respect everyone- full stop. Diversity is valued and we maximise this as a talent and strength.
* **Striving:** every day we strive to be better. To achieve more. To continuously improve, in all that we do. Individually, and as a group.

Details of our STARS framework can be found below.



**PERSON SPECIFICATION: Talent Acquisition Coordinator**

**Qualifications:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Educated to good general level (minimum level 5/GCSE A-C in English and Maths or equivalent) | ü |  |
| Level 3 Certificate in HR Practice | ü |  |
| Degree or equivalent |  | ü |

**Knowledge and experience:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Experience of placing job adverts using a variety of platforms | ü |  |
| High level of experience of using Microsoft Office packages for the recruitment and onboarding process. | ü |  |
| Experience of using HR/People software solutions | ü |  |
| Experience of working in a HR/People department | ü |  |
| Experience of working in a HR/People department within the FE Sector |  | ü |
| Experience of managing recruitment campaigns | ü |  |
| Experience of running and coordinating assessment centres | ü |  |
| Experience of successfully managing the onboarding process creating outstanding employee experience | ü |  |
| Experience of identifying and implementing solutions for hard to fill posts | ü |  |
| Good understanding of Agency Workers Regulations and Discrimination Legislation | ü |  |

**Skills and competencies:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Good communication/interpersonal skills | ü |  |
| Good verbal and written skills | ü |  |
| Good numeracy skills | ü |  |
| Excellent organisational skills with the ability to manage multiple priorities | ü |  |
| Excellent customer service skills | ü |  |
| Ability to build relationships with stakeholders | ü |  |
| Excellent attention to detail | ü |  |
| Good negotiation skills | ü |  |

**Other qualities:**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Professional and approachable | ü |  |
| Ability to work on own initiative and under pressure | ü |  |
| Team player | ü |  |
| Flexibility in approaching work situations | ü |  |
| Able to work confidentially | ü |  |
| Good understanding of Safeguarding, Equality & Diversity and Health & Safety and its implications on the recruitment and employment of staff | ü |  |
| Ability to work some evenings e.g. attendance at recruitment fairs and other events | ü |  |