

## Talent Acquisition Specialist

**Reports to:** Head of Talent & Inclusion

**Team:** People & Culture

**Line Management Responsibility:** TBC

### Job Description

#### Summary:

The Talent Acquisition Specialist will be responsible for running recruitment campaigns and associated recruitment activity within Guy's & St Thomas' Foundation, using the appropriate mechanisms to attract high quality and diverse talent that best fits the needs of the organisation.

The role will also be responsible for delivering a programme of improvements to ensure our recruitment processes and practices enable hiring managers to operate in line with best practice, from initial briefing with the hiring managers until the offer and contract stage.

The role will also be responsible for establishing recruitment criteria and developing associated management information and reports.

#### Key responsibilities:

##### **Plan, Co-ordinate and Deliver**

- Build relationships with Hiring Managers to ensure effective and efficient recruitment processes and to develop organisation knowledge and understanding.
- Run and improve end-to-end recruitment processes, from sourcing and interviewing to offer and contracting stage.
- Conduct job briefings with Hiring Managers and external recruitment partners, agreeing the job description and timeline for each role.
- In conjunction with the Internal Communications team, create job adverts on the Foundation's platforms (Website careers page and LinkedIn), social media and headhunt candidates on LinkedIn and other platforms.
- Undertake shortlisting of CVs and conduct initial telephone interviews (for direct applicants) to assess candidate suitability.
- Support the drive of inclusion and diversity within the recruitment process.

- Focus on delivering a seamless and positive candidate experience.
- Drive the offer process, including extending offers, negotiations, closing candidates, and generating offer letters.
- Work as part of the People & Culture team to drive function value.

### **Evaluation, Systems and Processes**

- Develop effective policies to support talent acquisition and recruitment within the Foundation.
- Design and implement processes for managing recruitment, utilising automation including our current applicant tracking system (ATS) as required.
- Ensure the collation of good quality recruitment and people data.
- Develop recruitment metrics for management information and reporting to measure the effectiveness of recruitment activity across the business.

## **Person Specification**

### **Skills, abilities, and attributes:**

- Excellent interpersonal skills and effective communication skills (including presentation skills).
- Ability to influence stakeholders at all levels.
- Ability to use own initiative and good at problem solving.
- Good personal/time management skills to manage own workload.
- Excellent organisational skills, ability to prioritise and work under pressure.
- Highly organised with excellent ability in coordination of people and resources.
- Sound report writing and data analysis skills.

### **Knowledge, experience, and qualifications:**

- Experience of headhunting/sourcing candidates for variety of roles.
- End-to-end recruitment experience, either from an internal recruitment team or agency background.
- Experience of issuing contracts and offer letters plus arranging interviews via internal calendars.
- Computer literate with experience of using an ATS, Microsoft Word, Excel and PowerPoint.
- Creative and innovative approach to talent sourcing.
- Experience of working with multiple stakeholders.
- Candidate pipeline management skills.
- Experience conducting qualifying/screening calls with candidates.
- Skilled in negotiation and decision making.
- CIPD qualified or other relevant qualifications / experience.