

Job Description

Talent Acquisition Lead – Internal

Job Details

Job title	Talent Acquisition Lead - Internal
Job purpose	To support the Talent and Human Resources team in recruiting and hiring talent across the business. Playing a vital role in supporting the Talent acquisition team by ensuring all recruitment administration is carried out in a timely and accurate manner.
Job location	Office Based (hybrid working option available)
Reports to	Talent Acquisition Manager – Internal

Dimensions

Line management	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Budget holder	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Job Purpose

Core responsibilities	<ul style="list-style-type: none"> + Supporting in managing end-to-end recruitment campaigns for permanent vacancies. + Lead all administrative activities associated with end-to-end recruitment, including managing the administration, coordination, interview scheduling and supporting recruitment in line with resourcing requirements for permanent employees. + Managing candidate pools to ensure qualified candidates remain engaged in current and future opportunities. + Delivering a consistent and high-quality candidate experience. + Providing regular updates to our stakeholders, along with the HR teams, on their recruitments. + Write job adverts and select the best channels to attract talent. + Suggesting new ideas for improving talent acquisition activities for resourcing niche skills.
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	<ul style="list-style-type: none"> + Oversee the sourcing of candidates to ensure roles are hired in line with business priorities and forecasts. + Build strong relationships with internal stakeholders and external agencies. + Ensure appropriate agency terms, supplier processes, and talent pipelines are maintained. + Maintain accurate recruitment metrics and reporting data. + Ensuring inclusion and diversity are at the heart of recruitment practices; ensuring the business builds an engaged workforce with a positive culture that aligns with our values and ethics. + Partnering with the wider HR team and Line managers on aspects of onboarding. + Other administrative duties when required and as requested by the Talent Acquisition team.
Non-Core responsibilities	<ul style="list-style-type: none"> + Representing the organisation, internally and externally at events with a goal of networking and relationship building with potential candidates such as recruitment and career fairs.

Signature of job holder:			
Name:		Date:	