

Job Description

Job title	Talent Acquisition Partner	Job family	Healthcare Resourcing
Reporting to	Lead Talent Acquisition Partner	Job code	
Location	Remote	Evaluation Date	1 February 2022

Job Purpose

The primary function of this role is to support the sites to identify and engage the best candidates in the market using direct methods such as LinkedIn, networking, referrals, advertising, and social media, amongst others.

This role will report to the Lead Talent Acquisition Partner and will support clearly defined Regions within the Division with all their workforce planning. This will be driven by the needs and priority level of sites. You will be expected to directly source and be the subject matter expert to the Hospitals on the entire talent acquisition lifecycle i.e. attraction, selection, assessment, managing your own candidate pipeline and on-boarding. This role is the point of contact for the onsite HR teams in all things resourcing and therefore stakeholder engagement is key.

Responsibilities

- Provide best practice guidance and support to onsite operational teams including expertise in relation to innovative resourcing techniques and attraction methods.
- Responsible for ensuring sites know their vacancy figures and activity associated with it.
- Support sites with their annual recruitment plans and ensures that for key sites there is regularly monitoring against it and proactively work with sites to define projections for anticipated recruitment activity.
- Support the Division in achieving key resourcing KPI's including time to offer targets.
- Empower recruiting managers to enhance the Priory Group brand via the candidate experience.
- Provides guidance and support to sites on the use of Harbour (ATS) to pro-actively manage candidate experience and activity.
- Dedicated to the use of social media for advertising, developing employer brand, sourcing and reaching online communities.
- Manages national job fairs and divisional open days, provides management information as follow up and provides guidance to sites on establishing local open days.
- Responsible for the production of relevant management information in a consistent and timely manner to ensure Lead Talent Acquisition Partner is kept up to date with trends.
- Continuously monitor recruitment activity to track progress against recruitment plans and advise on most appropriate course of action accordingly.
- Looks externally in order to stay ahead of the curve in respect to the recruitment landscape including challenging the status quo and making recommendations that will lead to improved performance.
- Understanding of latest recruitment technologies, online job seeker behaviour, attraction platforms and digital influences.
- Collaborative working across the HR team thus creating a multi-skilled high performing team.
- Plays a key role in working with and supporting the HR team in the successful delivery of value add Resourcing projects and change programmes.

Knowledge / Education / Skills

- Strong customer focused attitude
- Organised & Ability to prioritise
- Strong team working ethic
- Ability to maintain professional boundaries
- Ability to handle ambiguity
- Self-starter with the ability to work autonomously

Experience

- Experience of working and demonstrable evidence of success in a recruitment environment; either in-house or agency
- Experience of supporting multi-site stakeholders with successful resourcing solutions
- Evidenced commercial and business acumen
- Fluent In the use of recruitment technology and social media as a recruitment tool.

Communication

- Excellent verbal and written communication skills
- Excellent communication and influencing skills with the ability to work across different levels of the organisation

Responsibility

Leadership

Able to work as a team member and autonomously; provides expert functional support to the operational teams. No line management responsibility.

Budgets & Equipment

n/a

Information

Shared responsibility for the confidentiality, security and accuracy of personal data, records and information.

Working Environment

Role is remote and has responsibility nationally; requirement to attend on average two events per year, which may require overnight stays. Mileage will be paid and (or) use of central bookings for travel arrangements.

The Talent Acquisition Partner is eligible to participate in an incentive scheme, which is **non-contractual** and subject to change at any time. As this is a discretionary scheme, the company reserves the right to decline any submissions where there are legitimate reasons.

Upholding the Company Behaviours	
This provides some guidance on the types of conduct to support the Company Behaviours	
Behaviour	Evidence
Putting People First	<ul style="list-style-type: none"> • Strives to ensure every colleague is able to make a positive and lasting difference to Service Users and their families • Actively seeks to develop the potential of every service user and staff member
Being a Family	<ul style="list-style-type: none"> • Celebrates success and supports colleagues through difficult times • Demonstrates loyalty to colleagues, manager and team
Acting with Integrity	<ul style="list-style-type: none"> • Is honest and respectful in all interactions with colleagues and customers • Demonstrates emotional control • Ensures accurate recording of any transactions and interactions on all company documentation • Challenges poor performance and behaviours
Being Positive	<ul style="list-style-type: none"> • Promotes the company in a positive way at all times • Strives for positive outcomes, especially when times are challenging
Striving for Excellence	<ul style="list-style-type: none"> • Always puts service quality first • Shares and encourages innovation • Keeps on top of new developments in the sector