

F63 (v1) Job Description Form

General Information

Job title:	Talent Acquisition Specialist
Reporting to:	Managing Director

General purpose:

To provide a proactive operational and added value recruitment service to a broad range of clients within the VERO HR portfolio.

Responsible for identifying candidates for open and future positions, managing relationships with candidates and key external stakeholders to ensure clients are attracting and recruiting the best possible talent, utilising the most innovative and cost effective resourcing solutions.

To design, implement and manage a companywide candidate attraction social media strategy.

Key deliverables:

- Receive CV's through internet job boards or direct advertising and ensure they are responded to within agreed time frame
- Prepare and send acknowledgement/rejection communication to candidates
- Populate recruitment database with client and candidate information
- Conduct initial screening of CV's against role criteria
- Conduct telephone screening interviews
- Forward CV's to appropriate clients, liaise with clients and candidates to organise interviews and perform all related administration
- Post vacancies on client website, internal website and other job boards as required. Update and maintain advertisements on an ongoing basis
- Prepare creative and engaging external adverts for posting on job boards or other media channels
- Conduct proactive candidate searches using job boards, LinkedIn and other social networking sites
- Set up bespoke searches within job boards against new vacancies and monitor responses
- Prepare candidate focused e-marketing material across all social media channels
- Produce Management Information, manage and deliver ad hoc projects as required
- Develop company social media strategy; ensuring staff are consistently "on brand" with external messaging

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Requirements – experience:

- Experience of working as a Resourcer within a recruitment agency, or in house environment; with a focus on both reactive and passive candidate attraction
- Exceptional copy writing skills, with proven ability to produce engaging advert copy and candidate marketing material
- Computer literate with a good working knowledge of Word, Outlook and Applicant Tracking Systems/databases
- Highly proficient in the use of all social media channels to attract candidates; to include LinkedIn, job sites, Facebook, Instagram

Requirements – qualifications:

- Good standard of general education; minimum of GCSE English and Maths at Grade C or above

Requirements – personal characteristics:

- A confident self-starter; used to working on own initiative and able to prioritise personal workload
- Flexible, positive and proactive attitude
- Excellent interpersonal skills and the ability to communicate at all levels with both internal and external stakeholders
- Passionate about the delivery of a transparent, high quality service to clients and candidates
- Energetic and resilient
- Able to work at pace and adapt to changing requirements

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Other points:

- The Talent Acquisition Specialist must have the willingness to be flexible and prepared to undertake other duties as determined by the needs of the business
- Some travel to client sites is a requirement of the role. A valid driving licence is essential.

"Our Professional Values"

Respon**S**ive
Fri**e**ndly
Suppo**r**tive
Inno**V**ative
Comm**i**tted
Acc**u**rate
Hon**e**st

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"The Way We Work"

Being accessible

Being easy to get in contact with by phone or in person

Being responsive

Responding to client needs quickly without needing to be chased

Listening first, advising second

Listening carefully to what the client says before giving our view

Being committed

Dedicated to supporting clients with a "nothing is too much trouble" attitude

Being consistent in what we say

Instilling clients with confidence that the advice and guidance they receive from us is consistent

Being clear in our communications

Being clear and concise in our written and oral communications with clients

Being knowledgeable about the advice we give

Instilling clients with confidence that we have an up to date understanding of their HR policies, procedures, and processes

Being approachable as well as professional

On every occasion engaging with clients, with a friendly, approachable, polite, and professional "can do" manner

Being accurate and on time with what we provide

Providing clients with accurate, error free documentation and data - and for routine tasks, on time too without needing to be chased

And when we get it wrong – owning up to our mistakes

Being open about our mistakes when they happen and owning putting things right

Creative in our approach to supporting clients

Proactive in suggesting ideas and better ways of doing things, even if it needs a bit of extra effort

Recognising when we need to refer up an issue, but also willing to learn

Recognising when the issue the client needs advice on needs to be handled by a more experienced Vero team member

Not giving "good" service - giving "outstanding" service

Always giving our clients that little bit extra, over and above what they expect

**We get people.
You get success.**