

Job Description

Section A: Job Profile

Job Details

Job title:	Talent Acquisition Specialist
Grade:	13
Hours:	37 per week.
Directorate:	Customers, Organisational Development and Resources
Team:	Human Resources and Organisational Development
Service Area:	Talent & Resourcing Service
Primary Location:	County Hall, Oxford OX1 1ND.
Role type:	This role is defined as an anywhere worker, meaning that the role involves hybrid working from any UK location including home and council premises.
Working arrangements:	Attendance at the primary and other office locations is anticipated to be 2-4 times per month. However, attendance may be one or two days per week initially as the new team forms. The ability to travel to face to face meetings, job and community outreach events and national conferences as required is essential.
Responsible to:	Talent Acquisition & Resourcing Manager
Responsible for:	No direct reports but will give some direction to Resourcing Advisors

Job Purpose

Supporting the delivery of a high value talent acquisition and resourcing service that has a visible impact on organisational success and effectively showcases the organisation as an inclusive employer of choice. A trusted and credible partner in areas relating to the specialism e.g., attraction, sourcing, pipelining, assessment, vetting, inclusive hiring, data analysis and market and technology trends.

Leading a variety of key talent acquisition projects and campaigns for hard to fill roles. Proactively searching for, attracting, nurturing and hiring the very best talent. Providing candidates with a deep understanding of the organisation, it's employee value proposition and brand. Using best value, evidence based and innovative methods to create and deliver valuable solutions.

Job Responsibilities

- Talent acquisition subject matter expert. Providing advanced level advice and guidance on attraction, social media, sourcing, pipelining, assessment, vetting, inclusive hiring, data analysis and market and technology trends.
- Visible and accountable for the successful and timely delivery of multiple innovative talent acquisition campaigns and projects with clearly defined project plans and identified task owners and timelines.
- Working in collaboration with HR Business Partners and senior managers to develop a full understanding of service area workforce requirements, aligned with business plans and provide talent acquisition strategies and solutions that positively impact organisational success.
- Developing strategies to attract active and passive candidates including talent pipelining strategies and increasing direct sourcing success.
- Designing candidate centred innovative, creative and cost effective attraction & sourcing methods that deliver a diverse talent pool and improve the attraction of under-represented groups.
- Developing initiatives to support significant reduction in temporary agency worker spend.
- Defining and delivering sourcing channels, that provide a balance of time, cost, and quality to the organisation, seeking out new or redefined routes to market.
- Actively seek opportunities to act as an Oxfordshire County Council brand ambassador both online and in person e.g. attendance at job fairs, PRIDE etc.
- Develop networking opportunities with other local authorities, Oxfordshire employers etc. to keep abreast of market trends and provide insight into successful talent acquisition strategies.
- Supporting team members to effectively manage peaks of activity, offering guidance and sharing campaign outcomes to improve team resourcing expertise and triaging campaign support work to Resourcing Advisors as appropriate.
- Building and maintaining strong relationships and partnerships across the organisation and with third party service providers.
- Taking a candidate centred approach to all talent acquisition activities/projects. Collaborating with the wider HR and OD team to ensure smooth recruitment and onboarding processes and a positive candidate and hiring manager experience.
- Have a continuous improvement mindset. Seeking opportunities to always learn and improve both personally and as a team.
- Have an active and proactive presence on LinkedIn as a user and recruiter as well as other social media to promote the council's EVP, brand and current and future opportunities and encourage and train hiring managers to do the same.
- Advise on, select and/or design assessment tools, techniques and approaches for all levels in the organisation.
- Work collaboratively with the Apprenticeship Hub to promote early career opportunities.
- Create reports and information that provides data and insight on performance/progress of resourcing and recruitment activity, enabling progress tracking and monitoring and data driven practices.
- Leading bespoke campaigns for senior appointments.
- Maintain current knowledge of talent acquisition through benchmarking, best business practice sharing, monitoring changes in legislation, industry networking and proactively undertaking continuous professional development.
- Proactively manage and deliver on ad hoc projects in collaboration with other specialist teams as required by the Talent Acquisition & Resourcing Manager to specified deadlines.

- Inspire a culture of excellence and continuous improvement, contributing to continuous improvement projects/process enhancements and ensuring the delivery of demonstrable high-quality services which embrace our values, behaviours and quality standards.

Comensura/Managed Services Provider

- All postholders will liaise with the managed services provider over agency spend for their respective area of responsibility and ensuring best value services are being obtained from agencies.
- One TA role will take a lead role in supporting the Talent Acquisition and Resourcing Manager with the contract of the managed services provider escalating matters as appropriate and helping with the re-tendering of the service.

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by their line manager.

Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes, and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications, and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

Essential Criteria	Assessed By:
1. Level 5 REC/CIPD qualification or equivalent relevant experience evidenced through professional development or study.	A,I,D
2. Advanced resourcing expertise developed in an internal setting within a large/multi-site/discipline/sector organisation. With significant experience of	A,I,T

proactively identifying organisation priorities/workforce plans and translating into successful inclusive talent attraction, assessment and onboarding strategies, plans and campaigns. Extensive up to date knowledge of recruitment and compliance related legislation and best practice with the ability to confidently provide advice. Committed to continual professional development to maintain this knowledge and expertise.	
3. Extensive knowledge of undertaking effective search activity. Up to date knowledge of market mapping, headhunting, talent pooling and talent pipelining. Including experience in directly leading executive search and managing relationships with search firms.	A,I
4. British Psychological Society - Level A & B trained assessor with up to date practical knowledge of a wide range of inclusive assessment tools and designing and facilitating assessments.	A,I,D
5. Project management qualification or the ability to demonstrate practical knowledge of project management principles and techniques.	A,I,T
6. Significant experience of using LinkedIn as a user and recruiter and other social media channels to showcase the employee value proposition, attract talent and build direct sourcing capability.	A,I
7. Very competent IT user including the use of candidate databases, LinkedIn Recruiter and leading applicant tracking systems. Very competent user of Microsoft Office products (such as Word, Excel, Power BI, Outlook, Visio, Teams and SharePoint). Confident with data analysis, using it to inform strategy and monitor performance and return on investment.	A,I
8. Excellent organisational skills with the ability to effectively plan own workload with limited supervision and a proven ability to effectively manage competing demands and priorities while retaining strong attention to detail.	A,I
9. An articulate communicator, confident liaising with decision makers at all levels with the ability to inform and influence and gain consensus on complex issues to achieve outcomes. With the ability to produce professional, concise and accurate reports and documents.	A,I,T
10. Excellent interpersonal skills with the ability to develop and maintain effective working relationships and manage expectations with key stakeholders, partners and candidates.	A,I
11. Team commitment with the ability to work collaboratively, sharing knowledge proactively offering help and supporting team members to develop and progress to achieve individual and department objectives.	A,I
12. Ability to demonstrate agile thinking with the courage to dare to do things differently. Finding alternate, innovative, and non-standard solutions to issues and challenges that have a tangible business benefit.	A,I,T
13. Highly resilient with the ability to manage own emotions in the face of pressure, set backs or when dealing with challenging situations.	A,I
14. Commercially minded and customer focused. With a strong focus on performance, continuous improvement, best value and return on investment.	A,I,T
Desirable Criteria	Assessed By:
15. Experience of and understanding of resourcing policy/approach within a public sector (preferably local government environment).	A,I

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre-employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety, and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing, and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g., long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing

<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		