

# Head of Talent Acquisition

## > Central Services > Human Resources

### What's it all about

To provide an expert, agile, and flexible end to end resourcing and talent solutions service to support all in-house recruitment.

### How you'll make a difference

You will provide all the benefits of an internal recruitment function with agility, seamless integration, and flexibility. By building trust, embracing diversity of thought, and work collaboratively with colleagues and business managers alike, contributing to a quality workforce to deliver for our customers and our strategic goals.

### How you'll do it

- Own the execution and delivery of the full talent acquisition service through effective management of your team and well executed projects and hiring strategies, excellent business relationships and efficient processes and budget management. Ensuring a quality end to end recruitment service is delivered, meeting agreed deadlines and SLAs.
- Provide coaching, constructive challenge and objective feedback to all levels of the organisation and the wider HR team to ensure they play an active part in attracting and recruiting high performing talent to the organisation.
- Invest in business relationships to ensure high levels of customer satisfaction and a good understanding of business areas to help meet their targets and objectives. Set realistic expectations and advise leadership on strategic talent acquisitions initiatives.
- Use a data driven approach to enhance the team's impact and develop a reporting system and framework that details key performance metrics to improve delivery of service, decision making, cost efficiency and time to hire.
- Implement best route to markets and sourcing practices, use of data to understand funnel metrics, response rates, appropriateness of source and build talent pools to enhance recruitment efficiencies.

- Advise on appropriate selection methods to ensure we appoint talented individuals to our roles; use feedback from areas such as induction and probation to develop and enhance our approach.
- Manage and maintain effective relationships and delivery from our managed service provider, agencies, and other suppliers.
- Ensure that DE&I and employer value proposition feature at the core of every recruitment process and that an exceptional candidate experience is delivered.
- Keep abreast of market developments and insights. Provide clear market data to help to shape our decisions and to provide insights as to what competing businesses are offering. Share knowledge and ideas as to how to improve our strategy and processes.
- Identify and manage costs and effectiveness of all sourcing channels used within our business to maximize potential cost savings and to promote innovative hiring initiatives.
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.
- Hybrid arrangements - at least three days a week in an office. On other days, working from home may be possible, depending on the work and the interaction required.

### All about you

#### Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Inclusive
- Progressive
- Empowered
- Dependable

For each value, we've created example behaviours to help you understand our

expectations in more detail. Please [refer to the framework](#). This role is at **leadership** level.

This is a people manager role. Please [refer to our people manager standards](#).

**Essential knowledge, experience and skills including qualifications and professional membership**

- Significant experience in talent acquisition and most recently leading a team.
- Track record of aligning talent acquisition and management strategies with an organisation's overall goals and objectives.
- Deep understanding of recruitment processes, sourcing strategies and mechanisms including successful assessment/selection approaches, onboarding, candidate experience and employer value proposition.
- Ability to use data analytics and funnel metrics to inform and direct talent strategies, measure effectiveness, identify areas for improvement and key recruitment value drivers.
- Demonstratable experience in working with external partners, driving headhunting strategies, market mapping, candidate engagement and long-term nurturing campaigns.
- Proven ability to engage and gain trust as a leader with diverse teams based on expertise, experience, and a thorough understanding of the talent landscape.
- CIPD or REC qualification (level 5/7) or equivalent demonstrable experience
- IT and systems skills including Microsoft office