



Role Profile

The Role			
Role Title:	Talent Acquisition Specialist (high volume)	Reporting to (job):	Talent Acquisition Business Partner
Legacy job titles covered by this role profile:		Jobs that typically report into this role:	N/A
Function / Org Unit	HR Operations / Talent Acquisition	Job Number:	
Base and travel	Hybrid - Office and Homebased	Band (<i>to be assigned by Reward</i>)	LC
Role Dimensions			
Number of direct reports	N/A	Manager/Individual Contributor:	Individual Contributor
Number of dotted line reports	N/A	Budget (Operating/Capital)	No direct budget responsibility
Total No of Reporting Staff (include all direct and indirect reports)	N/A	Decision Making Authority & Responsibility for Resources	The scenarios that the post holder will encounter will require innovative thinking and analysis to evaluate the situation fully and establish the right solution for each vacancy
Working Environment	DSE User		

Role Purpose:	<p>The purpose of the Talent Acquisition Specialist role is to take ownership and lead recruitment campaigns for assigned vacancies or directorates, with a strong focus on high-volume recruitment campaigns, talent pipelining / talent pooling.</p> <p>To design, implement and execute large-scale attraction campaigns to source candidates using a variety of attraction tools, job boards and social media.</p> <p>The Talent Acquisition Specialist (high-volume) will facilitate the recruiting, interviewing and hiring process primarily for high volume recruiting. The primary focus of this position is to build continuous candidate pipelines and cultivate candidate pools for high-volume vacancies, as well as execute the end-to-end recruitment.</p> <p>They will develop and execute a strategy for sourcing, screening, and interviewing a high volume of candidates. They will be responsible for identifying and understanding the Society's high-volume work force needs, job requirements, and developing and executing sourcing strategies to attract and hire best-in-class talent.</p> <p>The Talent Acquisition Specialist (high-volume) will equally be responsible for reporting on agreed metrics, improving efficiency and conversion rates throughout the recruiting process. As part of this initiative they collect and analyse feedback from internal stakeholders and candidates to continually improve the recruiting process.</p>
Principal Accountabilities:	<p>Overall accountabilities:</p> <ul style="list-style-type: none"> ● Building solid pipelines of active talent for current and future vacancies ● Researching and recommending new sourcing techniques and tools ● Maintaining a social media presence for the purpose of recruiting and promoting career opportunities ● Advertising open positions on various platforms and external networks ● Establishing and building strategic alliances with local hiring sources (i.e. universities, community colleges, employment agencies etc).

- Pre-screening candidates, reviewing resumes, assessing applications, and initiating interviews.
- Assessing resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements
- Managing and coordinating all communication with candidates throughout the recruitment process
- Managing the scheduling and logistics of all interviews between candidates and hiring managers
- Managing the presentation, selection, offer, negotiation, closing, and administrative components involved in full lifecycle recruiting
- Screen resumes and prospects, qualify, interview, and manage candidates throughout the interview process.

Stakeholder management:

- Cultivating relationships with hiring managers to become familiar with departmental needs.
- Continuously partner with recruiting team and senior managers to design, refine, and implement innovative recruiting strategies
- Coach recruiting managers to improve interviewing, assessment and selection competence. Provide ongoing training and support to hiring managers on regulations, policies, procedures, and best practices.
- Effectively ensuring that engagement throughout the whole process delivers a positive experience for all stakeholders, actively gathering stakeholder feedback about the process.
- Work with HR and hiring managers to define recruitment strategies for specific vacancies / recruitment campaigns
- Holding intake / briefing conversations with hiring managers
- Managing stakeholder relationships including HR, hiring managers and candidates as well as recruitment agencies.

- Actively challenging and influencing stakeholders to ensure realistic expectations are set and influence their decision making using data, market information and subject matter expertise.

Strategy & continuous improvement tasks:

- Working with the HOD's and HRBPs on developing and implementing new processes to improve high-volume recruitment. Continuous improvement, looking for new innovative ways to leverage the brand, market and technology for successful sourcing solutions
- Leading initiatives to improve and optimise high-volume recruitment and developing ongoing creative and cost-effective sourcing / recruiting strategies

Candidate experience:

- Championing, educating and driving through the candidate experience both during the active recruitment process, and creating and maintaining positive relationships with passive candidates.
- Ensuring a great candidate experience at every touchpoint within the recruitment process.
- Continuously gathering candidate feedback in a structured manner to gain insight into candidate experience and then develop and implement improvement measures.

Candidate pipelining, sourcing, attraction, systems & tools:

- Developing an effective pipeline of talent for current and future vacancies
- Managing all advertising, employer branding, social media for all relevant campaigns
- Connectivity with key industry affiliations and universities to source pipeline talent and to leverage relationships
- Managing the applicant tracking system for high-volume recruitment.
- Leveragong online recruiting resources and in-house ATS to identify and recruit the very best candidates
- Networking constantly looking for new ways to promote RSPCA brand & source top talent.
- Develop and publish job postings on the applicant tracking system and other external platforms.
- Stay active with current job boards, social networks, and platforms to find prospective employees

Key Competencies: <ol style="list-style-type: none"> 1. Specialist knowledge 2. Commercial & strategic thinking 3. Planning, action orientation & results driven 4. Quality orientation 5. Influencing & engagement 6. Oral and written communication 7. Flexibility and resilience 8. Personal motivation 	<ol style="list-style-type: none"> 1. Specialist knowledge - Extensive knowledge and experience of leading and executing high-volume recruitment campaigns 2. Commercial & strategic thinking – Be aware and enable decisions around candidate hiring, salaries and candidate market trends 3. Planning, action orientation & results driven – Results driven approach and urgency to fill vacancies. 4. Quality orientation - Understand the importance of providing a service to hiring managers as well as ensuring positive candidate experiences. 5. Influencing & engagement – Influencing skills necessary to manage stakeholder expectations and enable change where necessary. 6. Oral and written communication - Very important, along with familiarity with Google docs and email 7. Flexibility and resilience - Able to reprioritise as and when required, understand and explain to others why this is necessary, 8. Personal motivation - Be organised and self motivated
Communications and Working Relationships:	Key communication and engagement with candidates, hiring managers, the talent acquisition team and the broader Human Resources team.
Framework, Boundaries, Decision Making Authority and Responsibility:	Framework, Boundaries, Decision Making Authority and Responsibility: <ul style="list-style-type: none"> • Operational hands-on role taking responsibility for vacancy load and ensuring timeous filling of vacancies. Decision making regarding the best channels to use to source candidates for each vacancy and making decisions regarding candidate suitability.
The Person	

Qualifications:	<ul style="list-style-type: none"> • Ideally bachelors degree in Human Resources or equivalent level of experience.
Knowledge & Experience:	<ul style="list-style-type: none"> • Extensive knowledge and experience of designing, implementing and leading high-volume recruitment campaigns nationally. • Extensive knowledge and experience of candidate attraction tools such as job boards, social media etc. • Knowledge and experience of developing employer branding online and offline for recruitment campaigns. • Knowledge and experience of optimising candidate experience and related recruiting processes. • Knowledge and experience of key recruitment metrics for high-volume campaigns and experience of having optimised conversion rates within the process. • Exceptional negotiation, influencing and communication skills, • Ability to multi-task and manage various open roles at the same time • Detailed knowledge of a range of recruitment and selection methods and assessment techniques, assessment centres and process improvement. • Understands technical and professional aspects of resourcing and talent attraction.
Skills and Personal Qualities:	<ul style="list-style-type: none"> • Strong analytical skills • Confident communicator with a strong influencing style and openness to learn and improve • Results-driven • Comfortable with ambiguity and able to operate effectively within a constantly changing environment. • Ability to propose creative solutions rather than tried and tested methods

Our Values	<p>Our values for our employees, volunteers, trustees, branches and future members of our Community Engagement Programme guide everything that we do.</p> <p>They also guide how we work to rescue and care for animals and how we work with individuals, families, communities and other organisations.</p> <p>We are compassionate: we care deeply about the lives of animals, we have empathy for people, we act with kindness and consideration at all times</p> <p>We are inspirational: we are life changing, we inspire by taking the lead, we speak up when others don't, we take brave decisions, we change animals' lives for the better.</p> <p>We are committed: we never give up, we have energy and determination, we rescue animals from cruelty and neglect, giving them new opportunities and supporting others in doing so, and advocate for all animals at risk of harm.</p> <p>We are expert: we have expert knowledge which we willingly share, we act on the basis of evidence, we underpin our decisions and actions with science, data and experience.</p> <p>We act with integrity: we are honest and trustworthy, we act with integrity, we do what's right.</p>
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Creation and Authorisation		
<i>Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
Profile written by: Alon Mann Approved by (operations):	Role: Head of Talent Acquisition Role:	Date: 09/02/22 Date:
Approved by (HR): Caroline McCague	Role: Assistant Director - HR Operations	Date: April 2022
Date Job last evaluated: April 2022		