

# JOB DESCRIPTION

<b>Job Title</b>	<b>Talent Acquisition Business Partner</b>		
<b>Reports to</b>	<b>Associate Director Talent Acquisition</b>		
<b>Department</b>	<b>People</b>		
<b>Job Family</b>	<b>Business Services</b>		<b>4</b>

## About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial, and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

## Job Purpose

The Talent Acquisition (TA) Business Partner is responsible for attracting and recruiting exceptional talent that meets the schools needs today and in the future. A specialist in this field, they can offer advice and guidance to secure the required talent. The TA Business Partner is responsible for managing the full recruitment process from the identification of a requirement, up to the point of contracting with the new employee. Ensuring a positive candidate and hiring manager experience is paramount throughout. The TA Business Partner will also lead continual improvement projects aligned to TA, with responsibility for delivering these to agreed timescales. The TA Business Partner should be proud of the service they are delivering and the impact they are having.

Talent Acquisition sits within the Talent team, ensuring that all TA activity is implemented in line with a targeted approach to how we attract, hire, develop, engage, and retain talent. The Talent team comprises TA, L&D, Talent Management and Employee Experience.

## Key Areas of accountability

### Partnering and Service Delivery

- Collaborate with the Associate Director – TA to co-create the TA strategic plan, generating ideas, identifying areas of focus, possible solutions and ways to achieve success. Collaborate

with the Hiring Managers, Strategic People Partners, team, as well as other stakeholders across the School to deliver.

- Provide a high impact Talent Acquisition service to the School, with accountability for specific business areas.
- Ensuring an excellent candidate experience whilst providing first class recruitment support, guidance, and advice to hiring managers. This includes engagement meetings, devising and implementing attraction strategies, shaping the selection processes for individual roles, providing clear guidance on timescales, and delivering creative solutions to any recruitment challenges.
- Business partner with departments and line managers. Deeply understanding business areas by being visible with the teams and building ongoing relationships with the staff in those areas and could include attendance at some team meetings, away days, or strategy days where TA input is useful.
- Provide advice and guidance to Managers in relation to salary and benefit packages, market rates and the Schools salary policy. Negotiate employment offers with candidates and intermediary agencies including selling the benefits of the School versus other employers.
- Conduct proactive LinkedIn searches for relevant roles using LinkedIn Recruiter, building a pipeline of candidates and contacts where appropriate. Advise hiring managers on the best route to market and proactive options and then deliver the plan.
- Form and chair interview panels including all interview planning, ensuring selection decisions are made using clear criteria and that interviews follow agreed behavioural frameworks are aligned to best practice. Provide expert advice on selection processes and the use of tools, including psychometrics when appropriate
- Represent the School by conducting both telephone and face to face interviews and informal meetings with potential applicants and external audiences.
- Challenge and remove opportunities for bias within the Recruitment process, engaging a diverse talent pool and ensuring that line managers hire with an inclusive lens

## **Collaboration**

- Acquire specialist knowledge of specific business areas and manage the recruitment life cycle from; advising managers on appropriate employment options; assisting in job design and formulation of job description and selection criteria using the job family framework, determining, and implementing the most appropriate and cost/time-effective talent acquisition strategy.
- Work collaboratively with other members of Talent Acquisition to cross sell applicants and make an overall contribution to the School's workforce.
- Liaise with both external and internal candidates of all levels ensuring a smooth, seamless and customer focused candidate experience always
- Develop and maintain expertise about the current market to ensure that the School remains competitive and take account of new developments when advising line managers on process, Time to Hire etc.
- Coach and mentor junior members of the TA team to enable their career development and engagement

## **Project Management**

- With the support and guidance of the Associate Director Talent Acquisition, identify and drive Talent Acquisition related projects / activity which solve real challenges and create meaningful improvements, with responsibility for delivery to agreed timescales e.g., Design and maintain the School's careers page including writing content, ensuring it aligns with School values and reaches the widest possible audience by optimizing the content.
- Regularly review processes to ensure they remain relevant, legally compliant, and efficient

## **Compliance**

- Maintain accurate, confidential, and compliant HR records; manage TA and personnel data using the Tribepad ATS (Applicant Tracking System). Ensure that milestones are met, and that the data is accurate for the purpose of gathering, analysing, and interpreting recruitment data.

## **Analysis and Reporting**

- Collate and analyse recruitment and market trend data for reporting including recruitment metrics for People Leadership and School Boards.

## **Supplier/Contractor Management**

- Maintain and develop excellent working relationships with internal stakeholders and external suppliers and lead on the design of new ways of attracting high quality individuals ensuring the School has a good pipeline of applicants for each role.

## **Knowledge/Qualifications/Skills/Experience required**

- Enthusiastic and solutions focused with demonstrable experience of delivering to high standards in a professional environment.
- Flexible and adaptable individual; able to cope with a challenging and stimulating work environment and multiple conflicting priorities, underpinned by strong personal organisation
- Ability to work collaboratively within a successful team; experience of team working.
- Excellent interpersonal skills and communication skills; with the ability to influence effectively at all levels, persuade and guide managers when making recruitment decisions.
- Previous recruitment or TA experience in a fast paced, complex environment, dealing with a large volume of varied vacancies and experience of LinkedIn sourcing.
- A creative writer, with experience of updating websites, writing adverts, using social media and internal communications within brand guidelines, that deliver measurable results.
- Evidence of business knowledge and commercial acumen.
- An open mind, a desire to learn and grow