

# JOB DESCRIPTION

<b>Job Title</b>	<b>Talent Acquisition Adviser</b>		
<b>Reports to</b>	<b>Associate Director, Talent Acquisition</b>		
<b>Department</b>	<b>People Team</b>		
<b>Job Family</b>	<b>Business Services</b>	<b>Level</b>	<b>3</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.

## About the Department

The People department enables the delivery of the School's strategic priorities through the provision of proactive advice, support, and talent to School staff (non-academic). Collaborating with our faculty experts, it also delivers leading edge projects to shape the Future of Work, building an engaged, inclusive workforce where everyone belongs and thrives.

The team is designed around three key areas: Business Partnering, Talent (Talent Acquisition, Learning & Development, Talent Management, Diversity Inclusion & Belonging and Employee Experience) and People Services (Operations, ER, Payroll, Reward and Pensions). The team works closely with Heads of Departments, leadership teams and line managers to support them in achieving their business goals through their people.

## Job Purpose

As Talent Acquisition Adviser you will be responsible for partnering with stakeholders across the school to hire all Level 2 roles, ensuring we attract quality, fit for purpose permanent and contract talent. You will be responsible for managing the talent acquisition journey including attraction, sourcing, and selection strategies, through to offer, ensuring a positive experience for candidates and hiring managers. You will also be responsible for working with hiring managers across the school who need temporary agency workers. This will require you to build relationships with our current suppliers, ensuring value for money and compliance and changing them where necessary. You will provide data on temporary numbers, spend and suppliers regularly.

## Key Areas of accountability and Key Performance Indicators (KPIs)

- Be responsible for all Level 2 permanent and fixed term recruitment across the school. Partnering with Hiring Managers to advise on appropriate selection methods.
- Build effective relationships with stakeholders across a range of internal departments to gain knowledge of their business areas and to offer talent acquisition expertise and advice.
- Conduct Engagement Meetings with line managers to discuss their talent needs. and ensure a clear and detailed process for sourcing and selecting candidates
- Being an active member of interview panels, taking a proactive approach to questioning and discussing feedback.
- Utilise direct sourcing skills to source and attract high quality, diverse talent for the school using a range of tools and innovative methods
- Maintain agency relationships where suitable e.g., niche, or hard to fill roles
- Utilise market knowledge to advise hiring managers on sourcing strategies
- Liaise with both external and internal candidates of all levels ensuring a smooth, seamless and customer focused candidate experience always
- Collaborate with the People Operations team to ensure a smooth onboarding handover
- Manage all temporary agency staffing requests across the school. Assisting hiring managers through the approval process, briefings and engaging with agencies.
- Managing agency relationships and negotiating competitive terms, ensuring we have agency partners for each type of role and sourcing new agencies where needed.
- Use the Schools ATS (Applicant Tracking System) Tribepad daily to ensure that all recruitment activity is managed and tracked
- Collect, analyse, and review data to assist to build reports and measure progress and impact
- Managing some Level 3 roles when the TA Business Partners require support due to workload

- Support the Associate Director, Talent Acquisition in the design and delivery of key talent acquisition projects and initiatives
- Work with pace, always focused on continual improvement and customer focus, identifying and proposing ways of increasing impact and quality outcomes
- Work with the wider Talent team to make relevant connections across the full employee lifecycle
- Work with the wider People team to offer expert TA (Talent Acquisition) advice where required
- Keep the Associate Director, Talent Acquisition aware of budgetary spend and recording this in an accurate manner utilizing the school's system
- Be an ambassador for the schools Talent team and compliance of People team processes and policies

### **KPIs Include**

- Key talent acquisition metrics
- Day-to-day work and projects delivered on time, on budget and to quality standards and targets.
- Development of relationships within and outside the team, and positive feedback from colleagues, hiring managers and candidates
- Improvements to processes and procedures
- Production of high-quality reports, with the identification of trends and issues.
- Timely and robust onboarding of contractors.
- Up-to-date and accurate financial information for area of responsibility

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

- Experience working within an in-house Talent Acquisition function in a customer focused environment
- Experience of hiring for permanent and contract / temporary roles
- Experience of using applicant tracking systems to extract, analyse and report on data.
- Proven ability to successfully utilise a range of direct sourcing methods for both Permanent and Contract vacancies
- Excellent communication skills
- Strong relationship skills, with the ability to partner, coach and influence hiring managers
- Excellent organisational skills and meticulous attention to detail.
- IR35 knowledge
- A desire to continual improve and drive high standards

<b>Staff</b>	<b>0</b>
<b>Budgets</b>	<b>0</b>
<b>Date Updated</b>	<b>23/02/2023</b>