

JOB DESCRIPTION

Job Title	Talent Acquisition Lead		
Reports to	Head of Talent Acquisition		
Department	People Team		
Job Family	Business Services	Level	3

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 and Wellbeing & Engagement) and People Services (Operations, ER, Reward and Pensions). The team works closely with Heads of Departments and line managers to support them in achieving their business goals through their people.

Job Purpose

As Talent Acquisition Lead, you will be responsible for partnering with stakeholders across the school to hire 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.

Key Areas of accountability and Key Performance Indicators (KPIs)

You will:

- 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
- Utilise predominantly 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
- Utilise assessment and selection experience to advise on appropriate selection methods, developing tools and methodologies in line with organisational criteria
- Liaise with both external and internal candidates of all levels ensuring a smooth, seamless and customer focused candidate experience at all times
- Collaborate with the People Assistants to ensure a smooth onboarding handover
- Use the Schools ATS (Tribepad) on a daily basis 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
- Support the Head of 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 advice where required,
- Keep the Head of Talent Acquisition aware of budgetary spend and recording this in an accurate manner utilizing the schools 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 own service area.

Knowledge/Qualifications/Skills/Experience required

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- Experience working within an in-house Talent Acquisition function in a customer focused environment
- Experience of hiring for permanent and contract / temp 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
- Good communication skills and the ability to break down technical issues and explain them in layman's terms.
- Strong relationship skills, with the ability to partner, coach and influence hiring managers
- Excellent organisational skills and meticulous attention to detail.
- Strong analytical and problem-solving skills.
- IR35 knowledge
- Budget management experience
- A desire to continual improve and drive high standards

Staff	0
Budgets	0
Date Updated	10/08/2021