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| **Job Title**: Talent Acquisition Partner – Non-Clinical | **Location:**  Semley / Remote  | **Reports to:** Head of Talent Acquisition  |
| Job Description |
| **Purpose:*** Responsible for managing a team of in house recruiters to attract and select the best talent for roles at Clinical Partners, by developing and delivering resourcing strategies and solutions that support the organisation’s objectives.
* Contributing towards the development and implementation of the overall recruitment strategy, overseeing the end-to-end recruitment process for all non-clinical roles (patient facing services and Head Office), and ensuring compliance with relevant policies and regulations.
* Develop and maintain excellent stakeholder relationships to ensure that you understand your business partnering areas and can provide strategic and operational support to their recruitment requirements, considering all options, looking around the corner, and pre-empting possible needs.
* Manage day to day relations with third parties such as agencies.
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| **Accountabilities and Deliverables:*** Act as the recruitment subject matter expert on employee resourcing strategies to provide innovative, cost effective, compliant and timely solutions to attract and retain top talent for all non-clinical vacancies. Proactively suggest new ways of working or new strategies to attract more candidates.
* Research and strategically select the most effective advertising options which work best for the job role, taking into account budget needs.
* Develop and maintain relationships with hiring managers, Marketing, Finance, other key stakeholders and external recruiters to foster collaborative partnerships and ensure awareness of, and alignment to business priorities.
* Oversee the entire recruitment process from start to finish throughout the colleague lifecycle via management of the recruiters including job postings, candidate screening, interview scheduling, and job offers
* Coach hiring managers on effective recruitment and interviewing techniques, working collaboratively with them to provide an quick, responsive and positive candidate experience.
* Manage an excellent candidate and hiring manager experience ensuring it’s positive and professional for all, and acting as escalation point for recruiters when dealing with queries.
* Ensure all processes are efficient, effective and compliant with relevant policies and regulations including safer recruitment, GDPR and equal opportunities.
* Maintain accurate and up-to-date recruitment metrics to report progress to the Head of Talent Acquisition, HR Director and other senior management.
* Work collaboratively ensuring that all data is stored centrally and on shared trackers so that the Head of Talent Acquisition or HR Director or wider SMT/Board can have live access to data on progress.
* Proactively identify opportunities to improve recruitment and onboarding processes and procedures, incorporating feedback from the recruiters, hiring managers, candidates, leavers and new starters.
* Write, implement and embed policies and procedures relevant to the recruitment and onboarding process ensuring a collaborative approach is taken including gaining any necessary approvals.
* Develop and maintain the ATS and onboarding system ensuring it’s fit for purpose, fully utilised and compliant with policies and GDPR.
* Assist the Head of Talent Acquisition in reviewing recruitment software and other relevant technology enhancements, and contribute towards suggesting the best solution for company needs.
* Ensure that all vacancies and offers have appropriate authorisation before proceeding.
* Monitor the use of temporary agency workers to ensure effective deployment and minimise costs.
* Identify and participate in career events and job fairs.
* Write effective job adverts and job descriptions for vacancies ensuring Equality, Diversity and Inclusion principles and our values and behaviours are reflected throughout.
* Develop and maintain a bank of interview questions, aligned to the values and behaviours framework to assist hiring managers.
* Deliver training to hiring managers on safer recruitment practices, interviewing techniques and fair recruitment practices.
* Lead conversations with candidates on reasonable adjustments that may be required at the application and interview stage and liaise with hiring managers as required.
* Manage recruitment related projects, both change and new initiatives, working closely with HR Business Partners for a joined up approach to delivering business needs.
* Develop, create and implement recruitment policies, processes, templates, managers guides, and other associated HR templates that meet legislative requirements and best practice and ensure that any training requirements from the policies are understood and met.
* Upskill the team through coaching, work shadowing and identifying development opportunities.
* Ensure the organisation maintains compliance with national and local laws and regulations.
* Promote and be an ambassador of equality, diversity, and inclusion as part of the culture of the organisation.
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| **Autism Assessment**Support Pack |
| **Qualifications and Experience**: | **Knowledge and Understanding:** |
| Essential* CIPD Level 5 qualified or equivalent experience
* Proven experience of working in a recruitment management or team leader role, preferably a fast paced, high volume and in-house environment
* Proven experience of leading and motivating a team of recruiters
* Experience of creating, developing and embedding recruitment strategies, policies, processes and systems.
* Experience in identifying current workforce needs, forecasting future demands and implementing relevant strategies to retain and attract top talent
* Experience of managing and continually developing an ATS

Desirable* Degree educated
* Experience of working within a healthcare environment or similar regulated environment
* Experience in a fast-growing company where change is the norm
 | Essential* Deep understanding of effective direct sourcing techniques
* An understanding of employer branding, recruitment marketing and how to become an employer of choice
* Current and up to date working knowledge and understanding of employment legislation and regulations
* Experience of safer recruitment practices

Desirable* Understanding of CQC requirements and standards
* Understanding of safeguarding training and safer recruitment practices
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| **Skills and Abilities:** | **Behaviours**: |
| * Exceptional direct sourcing capabilities with the ability to find top talent using a broad range of methods and tools.
* Expert interviewing techniques and the ability to share best practices.
* Proven leadership capabilities .
* Solution focused, with a desire and ability to innovate
* Highly organised with strong planning and project management skills.
* Ability to be strategic and tactical when making decisions
* Strong analysis, design, delivery, and evaluation skills
* Excellent IT skills including Word, Excel, PowerPoint, and SharePoint.
* Exceptional communication skills, verbal and written, with the ability to build and maintain good relationships across the organisation and with external stakeholders or suppliers
* Ability to analyse and present complex information in oral and written form.
* The ability to influence at all levels to support the business strategies.
* Strong customer service and problem solving skills
* Excellent attention to detail.
 | * Identifies and addresses inappropriate or poor behaviour in the right way at the earliest opportunity.
* Takes responsibility when mistakes are made by themselves or team members, reflects and learns from them.
* When faced with challenges, is able to identify a range of suitable solutions and takes the relevant action to address these.
* Identifies and address the development needs of the teams they work with.
* Is able to translate wider business objectives into practical and realistic milestones for their teams to achieve.
* Builds good relationships and collaborates effectively to meet objectives.
* Invites feedback about the team’s service to develop a culture of continuous improvement and takes the relevant steps to make those improvements in a considered way.
* Communicates in a way which meets the needs of their team and the business.
* Seek opportunities to develop new ways of working which better support the business.
* Creates, develops and maintains relationships across the business to enable better collaboration.
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| **Clinical Partners is committed to safeguarding and promoting the welfare of children, young people and adults**, and expect all workers to share this commitment and these values. We ensure that all our recruitment and selection practices reflect this commitment and are in line with our Safeguarding Policy. Successful candidates will be offered employment subject to Disclosure and Barring Service checks along with other relevant pre-employment checks. |
| **Clinical Partners is an equal opportunities employer embracing diversity in the workplace -** This job description is a guide to the main areas and duties for which the job holder is accountable. However, the business will change, and the job holder’s obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. The company may request you to undertake any duties reasonably considered within the scope of your role. This job description is non-contractual. |

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| **Employee Signature:**  | **Date:**  |
| **Manager Signature:**  | **Date:**  |