

## Job Description

# Talent Partner – 13-14 month fixed-term contract

## Human Resources

### Purpose of the role

To promote and develop the recruitment strategy for Motability, ensuring a good practice approach to resourcing. Partner with, guide and support line managers to ensure the delivery and retention of talent within the organisation and support the delivery of the HR Business Plan. To support the diversity and inclusion work done at Motability, delivering the strategy and driving engagement in events.

## Key Accountabilities

### Resourcing Strategy

- Ensure the organisation continues to attract new talent efficiently and retain existing talent.
- Ensure the application of a best practice approach to recruitment.
- Partner with department heads and managers to understand existing and future talent requirements and gaps.
- Manage recruitment of direct hires across all departments within the business, significantly reducing agency use and spend.
- To negotiate agency fees where necessary.

### Recruitment

- Be responsible for recruitment on roles across all departments at Motability.
- Lead hiring manager role briefings.
- Actively source for candidates by searching and headhunting on REED and LinkedIn Recruiter.
- Review and process direct applications.
- Screen candidates over the phone and via zoom.
- Arrange interviews, either in office or remotely, with both candidates and hiring managers, ensuring room availability.
- Send full interview confirmations and diary invites to both candidates and hiring managers.
- Provide consistent and constructive feedback to candidates.
- Work closely with HR Business Partners, ensuring they are informed on the progress of recruitment campaigns.
- Provide regular and proactive updates to hiring managers to confirm the progress of recruitment campaigns.

### Diversity and Inclusion

- Support the diversity and inclusion agenda, attending and running the Diversity and Inclusion Forum, promoting and organising events and awareness pieces.
- Work to build an inclusive and diverse culture and workforce while hiring, developing, and retaining diverse talent.

- Produce internal and external content to support the diversity agenda throughout the year.

#### Talent Growth

- Drive effective relationships within the local community to attract new talent to Motability (i.e. local schools, colleges and universities).
- Support the recruitment and retention of apprentices.

#### HR Projects and Initiatives

- To work in partnership / collaboration with HR colleagues and outside of HR to deliver improvement initiatives.
- To support the Talent Manager with the potential implementation of an Applicant Tracking System.

#### Other Duties

- Circulate metrics relating to recruitment and retention KPIs.
- Advertise jobs on external job boards and LinkedIn.
- Work with the HR Administrator on the offer process.
- Review job description accessibility requirements.
- Transfer job descriptions into the updated format.

### **Qualifications, training, experience and technical skills / knowledge**

#### Essential:

- Experienced talent partner / in-house recruiter or agency consultant.
- Proactive, high energy and solution focused.
- Organised and structured.
- Strong interpersonal skills; verbal and non-verbal.
- Sound knowledge and experience of the LinkedIn platform.
- Up-to-date knowledge of employment legislation.
- Jobholder must gain and maintain sound knowledge of company HR policies and procedures.
- Strong IT skills, knowledge of Microsoft Office Suite and experience of using HR systems.

#### Desirable:

- Experience recruiting across numerous head office functions.

### **Reporting line, structure, key working relationships**

#### Reporting line:

Reports to: Talent Manager, Diversity and Inclusion Lead.

#### Key Interfaces:

- Recruiting Managers and Executive Team.
- New recruits.
- HR team.

- External organisations and agencies.

### **Resources, scale and scope of role, location and any travel factors:**

- Job impacts on whole organisation.
- Jobholder will be working closely with managers to ensure delivery of the resourcing strategy.
- The role has substantial autonomy.
- The jobholder must be structured and organised to ensure the efficient management of multiple recruitment campaigns.
- Jobholder must maintain professional integrity at all times.
- Responsible for security and confidentiality of personal information.
- Jobholder will be required to provide input to development of HR procedures.
- Role based in Harlow with flexible and blended working arrangements available. Occasional need to travel to other locations for meetings, training courses, and seminars.