

Job Title: Senior Associate (HR) – Talent Acquisition

Reports To: Associate Director

1. Role Specification

Key Purpose of the Role: The Adviser

The role of the talent acquisition specialist is to implement the talent acquisition strategy and source, contact and recruit potential candidates through appropriate channels.

To be successful in this role, you require excellent communication skills to interact with candidates and internal teams. You should also be familiar with online and offline sourcing techniques, like networking at career events and searching for potential hires through resume databases.

You will place qualified candidates in a timely manner and build talent pipelines for our future hiring needs.

Primary Responsibilities:

These will be to conduct all the duties associated with identifying, sourcing and onboarding the relevant talent required to ensure the continued improvement of the AES talent pool. They will also assist other members of the HR team in tasks such as coordinating the talent management processes, responding to queries or escalated issues, and providing support to the Associate Director.

Main Duties

Client Service Delivery
(Value – Make it Happen)

- Coordinate with hiring managers to define necessary requirements for open roles
- Send recruiting emails to passive candidates and follow up when necessary
- Browse resume databases and portfolio sites
- Join social media groups and professional networks and interact with potential candidates
- Advertise open positions to external networks
- Ask for referrals from current employees, acquaintances and industry professionals
- Maintain organised databases with candidates' data (e.g. in our ATS)
- Attend job fairs and organise career events
- Keep in touch with past applicants
- Use Boolean search to look for qualified candidates for hard-to-fill roles
- Conduct benchmark research on compensation and benefits for various positions and seniority levels
- Measure source of hire and time-to-fill for each role
- Research and recommend new sourcing tools and techniques
- Resourcing and talent planning – implement an effective full life-cycle recruitment process from creation of job descriptions up to selection process. Ensure that end to end hiring process is completed and procedures have been followed
- Ensure the talent acquisition and management strategy has been implemented throughout the organisation
- Manage the onboarding and induction of new hires

- Training and development - assist in conducting training needs analysis and coordinate learning and development initiatives for all employees, coordinate training sessions and seminars
- Monitor HR metrics, KPIs and suggest improvements
- Maintain awareness of market, industry trends and recruitment standards

Achieve Good Client Outcomes
(Value – Lead from the Front)

- Support the HR team in improving HR services
- Manage responses to internal clients in a timely, effective and efficient way, with a high degree of accuracy
- Reviewing and updating job descriptions
- Designing and helping to implement policies and procedures
- Work closely and train Team Leaders on interviewing skills and techniques

Staff Management and Working as a Team
(Value – Working Together)

- Cultivate the core values and expected behaviours within AES
- Work closely with colleagues to ensure all clients receive excellent service
- To manage workflow to ensure work is completed to agreed standards
- Work closely with the Associate Director and provide support in implementing projects

Achieve Performance Targets
(Value – Thinking with Purpose)

- To achieve agreed performance targets
- To participate in and/or support key projects and practice/technical initiatives across the business as required
- To achieve the right outcomes for clients
- Researching and recommending improvements on HR services

Conduct
(Value – Be the Difference)

- Be a brand ambassador for AES and actively promote all services, our values and behaviours to ensure good client outcomes and meet our conduct responsibilities
- Ensure continuous professional development via relevant qualifications and self-study
- Keep abreast of all technical research, legislative and regulatory changes and share knowledge with the team
- Ensure their technical knowledge is up to date and that CPD requirements are met
- Ensure the team complies with the regulatory and legal environment

2. Person Specification

Knowledge and Qualifications

- Advanced knowledge of sourcing techniques (including Boolean searches on LinkedIn)
- Excellent communication and persuasion abilities
- Time-management skills with the ability to handle multiple open roles simultaneously
- Good decision-making skills

- Degree level qualification at 2:2 or above
- Strong organisational skills
- Proven record of delivering all work accurately and on time and to agreed standards
- Ability to:
 - Think operationally, anticipate future consequences and trends and incorporate them into the organisational and/or team plans
 - Relate well to staff across AES
 - Initiate projects and take responsibility for continuous improvement
 - Work under pressure and to tight deadlines

Experience

- Headhunting
- Minimum 5 years' experience working in the same capacity within a professional services firm
- Experience with LinkedIn Recruiter
- Hands-on experience with sourcing tools (e.g. resume databases and portfolio sites)
- Manage HRIS (Workable, Taleo and other ATS)
- Experience with full-cycle recruiting and onboarding
- Familiar with coordinating talent management and development
- Proven track record of taking responsibility for ensuring delivery of outstanding service to clients
- Proven track record of effectively communicating with colleagues
- Where appropriate evidence-based examples of leadership and development of people

APPLY