



Children's Hospices Across Scotland

JOB DESCRIPTION – Talent Acquisition Specialist

Job Details

Job Title – Talent Acquisition Specialist

Location – Any Chas site.

Responsible to – Head of HR

Job Family – Specialist – non care

Salary – **Sector Band 5 (points 11-13)**

Job Purpose

To coordinate recruitment & selection activities & processes end to end, to ensure that the best candidates are appointed to all vacancies across CHAS in a timely manner to enable us to achieve our mission to deliver outstanding care to children and families across Scotland.

Identifying and attracting top talent by deploying an effective & inclusive recruitment strategy and ensuring a strong pipeline of candidates. Liaising with key stakeholders and hiring managers to ensure all vacancies are filled successfully, economically and swiftly.

Main Tasks

- Recruitment & Selection, including all administration related to recruit activity
- New Employee Induction & Orientation
- Relationship Management & customer service both internally & externally

Job Activities

- Responsible for successfully delivering the recruitment and on boarding processes across CHAS
- Build close & effective working relationships with all hiring managers to create and manage an effective annual resourcing plan
- Create initiatives to proactively create candidate pipelines
- Source and facilitate candidates through swift and efficient values-driven recruitment processes
- Utilise multi-channel & inclusive sourcing methods to attract a wide range of candidates for all vacancies
- Collaborate with Marketing & Comms, using our employer branding to create engaging collateral & materials
- Produce all recruitment administration
- Applicant Tracking System (Recruitment Plus) super-user
- Conduct admin required to complete all pre-employment checks
- Produce weekly recruitment report
- Manage our Careers email inbox

- Partner with key stakeholders and hiring managers to ensure a smooth, efficient and effective resourcing and on boarding service is delivered
- Advise on recruitment & selection best practice across CHAS.
- Coordinate all new employee induction & orientation to ensure a successful start with CHAS

Finance & Reporting

- Alongside the Head of HR, develop and manage the annual recruitment budget
- Ensure adherence to policy by ensuring the most cost effective recruitment practices are implemented at all times
- Alongside the Head of HR and Finance Manager assist in the negotiation of a Recruitment preferred supplier list
- In accordance with agreed budgetary spend, responsible, as an authorised signatory, for the processing of all invoices and purchase orders relating to recruitment
- Produce weekly recruitment report

Information Governance

- Fully GDPR compliant regarding all candidate and new hire personal details & information
- Responsible for complying with the CHAS Information Governance Framework and associated policies and co-operate with CHAS in complying with its legal duties

Dimensions

- Key Relationships internal: HR Team, Marketing dept and Hiring Managers
- Key Relationships external: candidates, job boards, recruitment agencies, careers fairs, social media
- Internal and external stakeholder relationship management

Decisions and Communications

Decisions

- Work derived from the CHAS People Strategy, hiring manager needs and Head of HR.
- Takes autonomous decisions regarding the day to day recruitment & selection activities across the organisation region. Will liaise with Head of HR for support on more challenging recruitment such as difficult to recruit roles or senior positions.
- Responsible for taking quick decisions, problem solving and contingency planning to ensure recruitment targets are achieved.

Communications

- Communicates information to a range of audiences using a range of methods but with particular skills in written and verbal communications
- Regularly required to communicate information about recruitment progress and results
- On a daily basis, communicates with internal and external stakeholders
- Positively promotes the organisation through internal and external contacts



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PERSON SPECIFICATION – Talent Acquisition Specialist

Education, Qualifications, and Training

Essential

- A relevant professional qualification or significant recruitment and talent acquisition experience

Desirable

- CIPD Level 5

Method of Assessment – CV & Covering letter

Skills, Abilities, and Knowledge

Essential

- Good working knowledge of online job boards and social media for recruitment purposes
- Works well under pressure
- Excellent knowledge of applicant tracking systems
- Proactive & operates with pace
- Creative & solutions orientated
- Excellent customer service skills and attitude
- Strong verbal and written communication skill
- Excellent attention to detail
- Articulate, organised & professional
- Excellent communication and interpersonal skills
- Demonstrable working knowledge of IT and software packages
- Strong knowledge of inclusive recruitment & selection practices

Desirable

- Working knowledge of Recruitment Plus ATS
- Knowledge of the wider fundraising sector and the interplay between community fundraising and other strands of fundraising

Method of Assessment – Application Form and Interview

Experience

Essential

- Good working knowledge and experience of working in an in-house recruitment role; ideally gained in the care sector
- Experience of successfully sourcing candidates in a hard to fill market sector
- Significant experience of creating multi-channel recruitment campaigns (job boards, social media, radio, jobs fairs, open days, etc)
- Good working knowledge of Applicant Tracking Systems
- Budget management experience

Desirable

- Experience of working as part of an HR team
- Experience of delivering recruitment & selection training to hiring managers

Method of Assessment – Application Form and Interview

Personal Qualities

Essential

- Acts with integrity
- Works co-operatively with colleagues to improve service
- Forms meaningful relationships with others
- Demonstrates initiative and acts with effectiveness
- Accountable for own actions and decisions
- Commitment to ongoing learning and development
- Commitment to CHAS core value, vision and purpose
- Commitment to working with/supporting volunteers
- Professional attitude to work
- Views change as a natural, positive and a continuing process

Method of Assessment – Interview & practical assessment

Other Requirements

Essential

- Full driving licence and access to a car for travelling between sites and events
- Requirement to travel across CHAS sites and external locations to deliver successful recruitment solutions
- Hybrid working (min 2 days/ week onsite)
- Basic Disclosure Scotland clearance required

Desirable

- None