



Creating great homes together

Role Profile

Position

Talent Acquisition Manager

Reporting to

People Support Manager

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- Partnering with hiring managers at all levels to identify key requirements and expectations for current and future roles.
- Developing and implementing comprehensive talent acquisition strategies for vacancies that align with the company's goals and objectives.
- Designing, planning, and delivering resourcing strategies for all employment contract types. This includes consulting with agency partners, securing preferential rates and frameworks, implementing best practices, and ensuring contractual agreements align with and deliver organisational needs.
- Providing training and coaching for recruiting managers to help them source, select, and secure the best talent available.
- Promoting and enhancing the company's employer brand to attract top talent.
- Support to continuously refine and improve recruitment processes based on data insights.
- Managing the people resourcing administrator to ensure accuracy in new colleague contract documentation and completion of all necessary checks. Providing guidance, training, and support to ensure high performance standards are maintained, fostering a collaborative and results-driven team environment.
- Autonomy to identify areas for process improvement and support to implement solutions to enhance efficiency and effectiveness.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Creating and managing a robust talent pipeline to meet current and future hiring demands.
- Maintaining collaborative and informed relationships with people business partners and hiring teams to understand their strategic and future hiring needs.
- Comprehensive understanding of creating role profiles, advertisements, and interview content.
- Implement innovative sourcing techniques to identify candidates, leveraging industry knowledge and networks to find passive candidates who may not be actively seeking new opportunities.
- Direct sourcing i.e. proactive talent identification and engagement with passive and desirable candidates.
- Creating bespoke resourcing campaigns, assets, and processes with user experience at the core. Identifying the optimum application processes to best suit market conditions, vacancy expectations, and business needs
- Ensuring a positive candidate experience throughout the recruitment process, championing equality, diversity, and inclusion at every step.
- Staying updated on industry trends and best practices in talent acquisition to continuously improve processes and strategies.

What you take care of

- Identifying and using a variety of recruiting methods to attract qualified candidates, such as job boards, social media, career fairs, self-generated talent pipelines and networking events.
- Building and maintaining relationships with external resources, including job centres, universities, and other potential sources of talent.
- Conducting market research to identify potential talent pools and stay updated on industry trends.
- Oversee the initial campaign and screening process, ensuring a high standard of candidate experience and engagement.
- Partner with multiple stakeholders to recruit for all levels of vacancies, from trade specialisms to executive roles.
- Promote and enhance the company's employer brand to attract top talent.
- Develop and execute employer branding initiatives, including social media campaigns, employee testimonials, and participation in industry events in collaboration with digital marketing department.
- Provide regular reports to senior management on recruitment activity, trends, and performance against hiring targets.
- Continuously refine and improve recruitment processes based on data insights.
- Developing and executing employer branding initiatives, including social media campaigns, employee testimonials, and participation in industry events in collaboration with digital marketing department.
- Tracking and analysing key recruitment metrics to measure the effectiveness of hiring strategies, utilising data, and insights to ensure optimal resourcing outcomes.
- Providing regular reports recruitment activity, trends, and performance against hiring targets.

What you need to be successful

Skills:

- Extensive understanding of recruitment best practices and methodologies.
- Excellent interpersonal and communication skills.
- Proficiency in using applicant tracking systems (ATS) and other recruitment software.
- Ability to build relationships and influence stakeholders and applicants at all levels.
- Great analytical skills with the ability to interpret data and make data-driven decisions.
- Exceptional organisational skills and attention to detail alongside creative problem-solving abilities and strategic thinking.

Personal Attributes:

- Proactive and results-oriented with a keen sense of urgency, with the ability to adapt to changing priorities in a fast-paced environment.
- High level of integrity and professionalism.
- Passionate about people and committed to equality, diversity, and inclusion.

Qualifications

Applicants with transferable skills are encouraged to apply.

- Extensive experience in internal talent acquisition or recruitment resourcing role as a business lead, with a proven and demonstrable track record of campaign management and successful hiring at all levels. A comprehensive understanding of recruitment agency practices and market trends.

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