

Job Title:	Talent Acquisition Partner (interim)	Date Completed:	03-Dec-21
Department:	HR	Band:	D

Job Purpose:

Working in a hybrid approach and based out of our London or Stevenage offices 3 days a week, this role is for a period of 12 months, and will be accountable for leading and delivering end-to-end recruitment services to the business. In addition to leading recruitment activity, the role will support LifeArc by developing our talent acquisition capabilities through developing our ATS platform, internal policies, recruitment capabilities, external partnerships and our employer brand.

This role will work highly collaboratively with the wider HR team to help plan and deliver successful recruitment, work on projects and ensuring a great candidate experience and that reflects the LifeArc brand and our purpose of Making Life Science Life Changing.

Key accountabilities

Principal Responsibilities:

- Own and lead on hiring activities across all LifeArc functions
- Ensure our ATS platform is developed and optimised to be the portal through which all recruitment takes place.
- In partnership with HR Operations, Partners and CoE's, leverage data from our IS platforms to create insights and understanding of how the HR function can support the wider organisation proactively. Critically, this role would work highly collaboratively with the wider HR team to help the whole function use insights to inform actions, especially recruitment actions
- Deliver end-to-end recruitment support, including attending interviews and supporting candidate selection
- Ensure that LifeArc principles and values are at the heart of our approach, including bringing our ED&I to the forefront of recruitment practices
- Advise on selection methodology best practice to ensure LifeArc makes excellent candidate decisions, leading to successful hires
- Develop and manage our external partnerships that bring talent in to LifeArc. Create new strategic partnerships to ensure we have a strong pipeline of talent
- Lead on targeted direct hire approaches
- Ensure we are able to reach potential candidates in an efficient and effective way that reflects LifeArc, our scientific and corporate functions
- Ensure acquisition approaches deliver an engaging and positive experience for employees and potential employees, reflecting the LifeArc values, behaviours and purpose of Making Life Science Life Changing.
- Production of reports and analytics to the HR function to drive change, good decision making and actions.
- Independently and collaboratively solve non-routine and complex problems and develop solutions for own work area
- Participate in projects activity within area of expertise or participate in HR or company projects as required
- Manage competing priorities with limited oversight of line manager.
- Collaboratively work and interact with colleagues in all areas of LifeArc
- Pro-actively drive improvements in processes, including recommending changes to procedures and processes that will drive improvements in acquisition

Person Specification

<p>Experience and skills:</p>	<ul style="list-style-type: none"> • Experienced in-house recruiter • Demonstrates an extensive knowledge of sourcing and marketing for a mix of roles/disciplines • Experienced in stakeholder management skills, able to partner with Exec-level stakeholders • Experienced in managing external search partners and developing the group of partners to ensure excellent market coverage • Experienced in projects, including development of ATS platforms, recruitment policies and procedures • Strongly developed ability to use and leverage data, creating insights and actions • Planned and organised, managing multiple roles at once • Managed communication with candidate, internal stakeholders, external partners • A strong brand-advocate, living and demonstrating our values and behaviours • Knowledge of best-practice, in operation and execution • Demonstrate and maintain knowledge and expertise in their own field. • Ability to prioritise a breadth of work, while meeting critical deadlines. • Focused, have a can-do approach and prepared to go above and beyond. • Be a team player with the ability and confidence to work independently. • Experience of maintaining relevant policies and procedures • Demonstrate good level of IT literacy with strong knowledge of Word and Excel.
<p>Qualifications:</p>	<ul style="list-style-type: none"> • An appropriate level CIPD qualification