
Role Mandate

Job Title:	Talent Coordinator
Function /CFBU:	Human Resources
Dimensions of the Job:	0 Direct Reports
Reports to:	Talent Acquisition Lead
Location:	Priory Court, Runcorn

Job Summary:

Work collaboratively with HR Business Partners and Hiring Managers to understand CFBU and Function capability and hiring requirements.

Implement talent acquisition and retention interventions, securing top talent through best practice sourcing & selection solutions and seamless on-boarding.

Fulfilment of business resourcing requirements through effective campaign and candidate management.

Responsibilities:

Establishing Capability & Hiring Requirements

- Ensure that capability and hiring requirements are clearly articulated by way of fit for purpose job descriptions being in place to facilitate acquisition of necessary talent
- Ensure appropriate authorisation(s) are received before activating a recruitment campaign
- Draft recruitment advertising & competency based interview booklets for HRBP sign off – use 'boiler plates' for high volume roles

Implement Talent Acquisition & Retention Interventions

- Recommend and agree approach to candidate assessment and selection methods depending on role and | quantity of vacancies; offer support and guidance as necessary throughout the process

Campaign & Candidate Management

- Upload job adverts and job descriptions to the recruitment | applicant tracking system ensure hiring managers are briefed | trained on how to use it for their part of the process
- Candidate shortlisting for agreed roles and co-ordination of feedback
- Liaise with Hiring Manager for interview scheduling and arrangements for agreed roles; participate in assessment | interview process for agreed roles
- Liaise with Hiring Manager to ensure candidates have Proof of Eligibility to Work (POEW) in the UK and documentation is certified
- Co-ordination of recruitment process documentation for handover to HR Administration
- Maintain departmental tracking tools

On-Boarding

- Liaise with Fleet, IT and Procurement regarding new starters requirements
 - Pass new starter details to HR Administration team for offer | new contract production
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General

- Demonstrates the Company's values and behaviours that drive **business** Acting as point of escalation for complex Recruitment queries from the team and wider business performance, **customer** and **quality** excellence and engagement of our **people**
- Contribute to production of recruitment M.I. as required
- Be agile, converging around agreed priorities across the HR function as business needs dictate from time to time

Key Experience, Knowledge, Skills & Qualifications:

Key Experience

- 2+ years' recruitment and on-boarding experience in fast paced commercial environment across multiple role types and levels
- Stakeholder interaction to understand capability and talent requirements and tailoring sourcing solutions appropriately
- Management of recruitment projects not just isolated assignments
- Use of applicant tracking system (ATS)
- Background working in large, complex organisations (desirable)
- Experience in a retail and or pharmaceutical environment (desirable)

Knowledge and skills

- Good working knowledge of pertinent UK Employment legislation e.g. Agency & Fixed Term Work Regulations | Equality Act
- A good working knowledge of recruitment assessments | tools
- Competent user of all MS Office Applications to intermediate level
- Proactive approach to problem solving
- Excellent verbal, numerical and written communication skills
- Excellent organisation and time management ability
- Tact, diplomacy and discretion
- Attention to detail

Qualifications

- 5 GCSE's or equivalent including English & Maths Grades A-C
- CIPD Level 3 or above (desirable)
- UK Driving Licence (desirable)

Key Interfaces

Internal: HR Business Partners | Hiring Managers – CFBU & Functions | HR team colleagues | Hiring Managers
External: Candidates | Recruitment Agencies | 3rd party service providers

Drive Business Performance & Value Creation

Creates value through economic action and establishes meaningful changes

- realizes goals while considering costs, benefits and risks (goal and result orientation)
- shows commitment in achieving goals, even under difficulties
- searches for permanent solutions and takes responsibility for the results (solution orientation)
- thinks and plans ahead in order to achieve results
- maximises efficiency and effectiveness
- realizes set objectives at due date, quickly delivers results

Dedicate Yourself to Customer Needs

Bases his/her behaviour on internal/external customer benefit and thus supports business success

- focuses on customer excellence, puts him-/herself in the position of the customer
- thinks the process back from the perspective of the customer
- gives priority to customer needs
- reacts quickly and appropriately to customer needs
- incorporates feedback in his/her decision-making processes
- aims at exceeding customer expectations
- actively contributes to build long-term and mutually beneficial customer relationships
- creates mutual trust by being reliable and fulfilling expectations
- meets the customer with respect and fairness
- anticipates customer needs and proactively develops solutions
 - encourages innovation and improvement

Business

Customer

Strive for Quality Excellence

Acts quality-conscious and continuously improves work Results

- has knowledge of his/ her own area of responsibility
- acts responsibly and ensures his/her own quality of work
- demands a high standard of quality of him-/herself and others
- supports a quality which prevents rework and waste (cost awareness)
- works accurately and in compliance with guidelines and best practices (high level of detail)
- learns from mistakes and avoids them in the future
- aims to continuously improve workflow, procedures and products (process improvement)
- continuously improves the performance levels of her/his area of responsibility, corrects insufficient work results
- openly addresses problems and develops (in dialogue with colleagues/ supervisor) appropriate solutions
- is strong in implementation and assertive

Quality

People

Lead and Engage

Achieves high performance levels through clear and open communication and an inspirational and appreciative interaction with others

- motivates self and others to excellence and continuous improvement
- communicates in a timely and precise way and encourages two way communication
- demonstrates team spirit and a sense of responsibility for mutual goals
- determines the direction for own team and ensures that goals and responsibilities within the team are clearly defined and monitored regularly
- actively promotes an organisation of diversity and cooperation (employee involvement)
- identifies and discusses emerging conflicts and supports to solve them
- acts in his/her function as a role model and conducts him-/herself with integrity and credibility
- makes quick and clear decisions, is decisive
- is honest, loyal and behaves in a responsible and respectful way (sense of responsibility)
- suits his/her actions to his/her words (walk the talk)
- embodies the values of the PHOENIX mission statement