

Role Profile

Part 1

lifechanging



**University of
Sunderland**

Part 1:

Job Title: Talent Acquisition Coordinator

Reference No:

Reports to: Talent Acquisition Partner

Responsible For:

Grade: Grade D

Working Hours: 37 hours

Faculty/Service: Human Resources

Location: Edinburgh Building, City Campus

Main Purpose of Role:

Support the Talent Acquisition Partner to source the best talent to deliver our student-focused, professions-facing and society shaping ambitions. The post holder will assist with and coordinate channels for candidate attraction and on-boarding, building a strong employer brand, and ensuring an excellent candidate experience.

Work alongside the Talent Acquisition Partner to contribute to devising effective, timely and up to date recruitment strategies that meet the needs of faculties and services, and that are designed to attract the best talent pipeline possible.

Key Responsibilities and Accountabilities:

- Support and coordinate the attraction, recruitment and selection process across faculties and services, from job-design and position advertisement through to offer management and on-boarding. Ensuring that the process is conducted quickly and professionally and in accordance with best practice.
- Assist the Talent Acquisition Partner to develop a proactive talent attraction approach and workforce plan, incorporating current and future workforce needs, role profiling, salary benchmarking and grading.
- Support with executing recruitment strategies including internal and external searches, partnering with hiring managers to guide them through the hiring journey, and consulting with them to create accurate, engaging, and inclusive role profiles.
- Connect with candidates across diverse talent pools, ensuring a first-class candidate experience, working closely with all applicants throughout the application and interview process, offering timely outcomes and feedback.
- Build a strong candidate network of diverse talent pools, and utilise a variety of direct recruitment methods to source candidates (e.g. Linked in, Job Boards, employee referrals, advertising etc)

- Ensure all processes are documented and are efficient offering a great candidate and manager experience
- work closely with colleagues across HR to share best practice, knowledge, and talent pools.
- Support discussions with external specialist agencies; brief, manage and negotiate fees with third-party suppliers as and when required
- Advise hiring managers on selection techniques including telephone interviewing, competency-based interviewing, psychometric testing, assessment centres etc.
- Assist the Talent Acquisition Partner to produce and present reports and metrics to support continuous improvement; Help to define reporting requirements for recruitment and build dashboards using data to drive recruitment decisions.
- Support in the collation of market insight and salary bench-marking data to ensure we remain competitive as a university.
- Contribute to project work as required in line with Talent Acquisition goals and objectives.
- Continuously build knowledge of the University of Sunderland and the Higher Education Sector. Create and enhance the University's brand and offering, linking in with our five core values.
- Coordinate and develop Stonefish and it's processes (ATS), ensuring optimum functionality. Maintain systems and databases to ensure accurate tracking and reporting or recruiting life cycle.
- Train, guide and support the HR Admin team with Recruitment processes, policies and systems.
- Develop and promote the University's EVP as an effective attraction tool.
- Build strong and credible relationships with internal stakeholders, partnering with them to gain knowledge of their hiring needs.
- Work with the Talent Development colleagues to up-skill managers in assessment and selection.
- Work closely with the Business Partnering team to ensure the People Plans are clear and in line with the overall objectives of the service and the University.
- Lead or contribute to HR projects and working groups as appropriate.
- Act as an ambassador for the University and the HR team and role model the University values.
- In support of the Talent Acquisition Partner and the EDI Manager, ensure that we can attract, recruit, develop and deploy diverse teams and inclusive leaders, co-creating positive action interventions where required
- Undertake any other duties commensurate with grade

**Special
Circumstances:**

Role Profile

Part 2



Part 2A: Essential and Desirable Criteria

Essential	<i>Essential</i>
	Qualifications and Professional Memberships: Educated to degree level or equivalent
	Knowledge and Experience: <ul style="list-style-type: none"> • Proven recruitment experience, ideally with applicant tracking systems • Experience of direct sourcing, pipelining (mapping external landscape) through social media i.e. Linked in/job boards and candidate management etc. • Strong communication skills and confident communicating effectively with all levels of the organization. • Passion and enthusiasm for attracting best talent • Confident interpreting data and demonstrable experience of balancing priorities and workload • Ability to develop strong business relationships • Excellent verbal and written communication skills • A good level of relevant digital and IT skills for the role including competence in Microsoft Word, Outlook and Excel.
Desirable	Desirable Qualifications and Professional Memberships: <ul style="list-style-type: none"> • Experience of using an HR and payroll software system • Excellent verbal and written communication skills
	Knowledge and Experience: <ul style="list-style-type: none"> • Experience of working within the Higher Education sector • Experience of communicating and collaborating remotely using tools such as Zoom or Microsoft Teams

Part 2B: Key Competencies

Competencies are assessed at the interview/selecti on testing stage	Generic Competencies: Corporate Commitment: <ul style="list-style-type: none"> • Demonstrates a visible commitment to the University's vision, values and People Plan deliverables.
	Working Collaboratively:

- Engages constructively with internal and external stakeholders to build and maintain effective working relationships
- Demonstrates excellent influencing and interpersonal skills with and ability to engage effectively and positively across a range of stakeholders
- Demonstrates excellent oral and written communication skills

Solution Focused:

- Develops positive, creative, and innovative approaches to challenges and emerging issues
- Displays a strong commitment to continuous improvement; looks for ways to continuously improve performance

Accountability and resilience:

- Takes ownership and displays resolve to be accountable for delivering against objectives
- Ability to undertake multiple tasks and meet deadlines in a professional manner
- Ability to cope with a high workload, conflicting priorities and competing deadlines

Personal Integrity:

- Demonstrates honesty, loyalty, and integrity

Confidence:

- Displays self-confidence, demonstrating a 'can do' approach
- Inspires confidence in others

Decision Making:

- Ability to analyse and use information to support decision making
- Ability to weigh up pros and cons to various options

Date Completed: November 2022