



Marie Curie

Job Description

Job title: Talent Acquisition Partner

Department: People & Organisational Development

Location: London /Hybrid.

Reports to: Head of Talent Acquisition

Grade: MCJES F

Job Purpose/Summary

You will support the talent acquisition strategy for your allocated business areas as well as contribute to pan Marie Curie talent acquisition priorities and projects. You'll be a trusted advisor to the business, responsible for orchestrating talent acquisition in partnership with senior leaders, the Talent Acquisition team, and the wider People function.

This role is accountable for delivering expert advice and guidance to the business on internal talent acquisition policy and practice, as well as on external trends and hiring dynamics specific to the business area. It proactively consolidates forecasting and hiring demands to inform sourcing and mapping strategies and activity for talent pools and pipelines relevant to the business and its future needs, ensuring critical talent remains engaged ahead of demand.

Ultimately this role supports organisation effectiveness by developing and implementing talent acquisition solutions aligned to the overall people and business strategy helping Marie Curie to deliver on its strategic plan to *'Build our operational and financial resilience, to enable us to grow in the future'*.

Accountabilities (Duties & Responsibilities)

- 1) Builds trusted relationships with and act as the specialist point of contact for the assigned business area on Talent Acquisition. Offering guidance, advice, and support. You will operate continuous improvement across the end-to-end hiring process as follows;
 - Determine the optimal job advertising mix to craft sourcing strategies, including online channels and digital platforms, careers pages, referral programmes, alumni networks, events/outreach and social networks. Ensuring these are appropriately responsive to capability gaps (internal/external labour market) and business strategy.
 - Develop own networks for sourcing and employer branding building within the industry. Managing agencies and vendors, where required, while ultimately seeking to diminish dependency on third parties.
 - Offer a creative approach to sourcing great talent, focusing on attracting passive candidates to roles, talent pooling and building communities. Networking internally and externally to engage potential talent.

- Develop creative, cost-effective and impactful campaigns, and copywriting adverts in line with the Employer Brand. Measuring their performance to ensure value for money.
 - Advise and coach hiring managers on best practices for interviews and assessment. Working with the Head of Talent Acquisition to develop and deliver an improved and inclusive suite of selection tools and training.
 - Ensure appropriate selection processes are embedded to support pre-screening/candidate qualification, interviews and additional assessment (online testing, video interviews, assessment centres and psychometrics - if and where appropriate).
 - Offer guidance on the offer process, liaising with the Reward Team/HRBP to ensure the remuneration package is in line with company policy and market rates.
 - Input into the onboarding process across the business, including the induction journey and new starter events.
- 2) Keeps abreast of best practice approaches and industry trends within inclusive recruitment and direct sourcing. Putting Equality, Diversity and Inclusion at the heart of the overall candidate experience.
 - 3) Takes pro-active approach to anticipating skills shortages and difficult to fill roles based on knowledge of the market and develops innovative solutions and strategies early.
 - 4) Line management and coaching/development of a small cohort of Talent Acquisition Advisors ensuring effective allocation of work and adherence to SLAs and KPIs.
 - 5) Deputises for the Head of Talent Acquisition as required and supports them with the development and succession planning for the wider Talent Acquisition team.
 - 6) Collaborates across the wider People team to deliver services and promote a culture of process ownership and continuous improvement.
 - 7) Promotes the Talent Acquisition team within the business, so it is seen as a well-respected Centre of Excellence.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie
Person Specification

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Criteria	Essential	How assessed
Experience	• Relevant in-house recruitment experience gained in large complex corporate settings with multiple stakeholders (including matrix relationships) at Business Partner level. • Direct experience of successfully delivering and evaluating high-impact recruitment strategies and campaigns. • Experience in headhunting and proactive sourcing (within an in-house/RPO environment). Demonstrable success in avoiding agency use and operating a direct sourcing model. • Proven operational expertise, demonstrating consistent performance across TA metrics, including time, cost, experience, diversity and quality. • Knowledge of inclusive hiring techniques across all stages of the recruitment cycle. • Experience of resource allocation across teams, prior line management experience preferred. • Skills in coaching others in the standard processes within Talent Acquisition. Experience of coaching and developing team members.	Application & Assessment
Skills & Knowledge	• A good understanding of digital attraction, social media and how these channels can be leveraged for recruitment. • Knowledge of inclusive assessment & selection techniques. • Knowledge of employment law, regulations and policies affecting Talent Acquisition. • Expert knowledge of best practice approaches and industry trends within recruitment and direct sourcing • Skilled in understanding and working with data and insights, to shape continuous improvement and expert TA solutions. • Significant experience in influencing a wide variety of Hiring Managers and confidence in approaching challenging conversations. • Experience in managing project delivery on Talent Acquisition related projects and workstreams whilst still providing an excellent service across BAU hiring needs.	Interview

Key Behaviours	Influencing Others Confidently and successfully negotiates with and influences internal/external partners and stakeholders. Is credible and builds relationships with key stakeholders. Presents as highly motivated, with strong commercial understanding. Communication Communicates clearly, listens to others views, seeks clarification where needed. Is skilled at connecting with colleagues to understand and meet their needs. Leading Team Performance Provides a clear and compelling vision for the team, establishes strong direction. Promotes goals and strategies, listens, invites views of others, stands ground when needed. Is always calm and constructive communicating purpose and direction with clarity and enthusiasm. Champions the values, builds a culture of respect and support within team. Maintains performance reviews and sets clear objectives. Continuous Improvement (& challenging status quo) Leads and drives improvement, understands organisational impacts, creates, and encourages responsiveness and flexibility to changing priorities. Constructively challenges, learns from mistakes and has the courage to change how things are done. Solution focused and ideas driven in seeking improvements. Evidence Based Decision Making Is confident in taking decisions and moving things forward with pace. Identifies and evaluates relevant data and options to make well considered good decisions based on facts and not on opinions. Analyses and evaluates this data to make evidence-based decisions. Recognises own scope for decision making and empowers teams to make decisions Resilience & Perseverance Can maintain personal effectiveness by managing own emotions in the face of pressure, setbacks or when dealing with challenging situations. Pursues everything with motivation, drive and a desire to complete. Seldom gives up before finishing, especially in the face of setbacks and, in such cases, seeks support to overcome setbacks. Diversity & Inclusion Embraces and advocates diversity and inclusion in culture and business needs. Embraces and advocates diversity and inclusion in all aspects of the recruitment journey.	Interview
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Marie Curie recognises the provisions within the Equality Act 2010, reasonable adjustments to these criteria will be considered where appropriate.