

Job Description: Senior Talent Acquisition Consultant – Specialist and Executive

Function:	Talent Acquisition
Position:	Talent Acquisition Consultant – Specialist and Executive
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Executive and Specialist Talent Acquisition Manager
Additional reporting line to:	
Position location:	Hybrid – Travel required

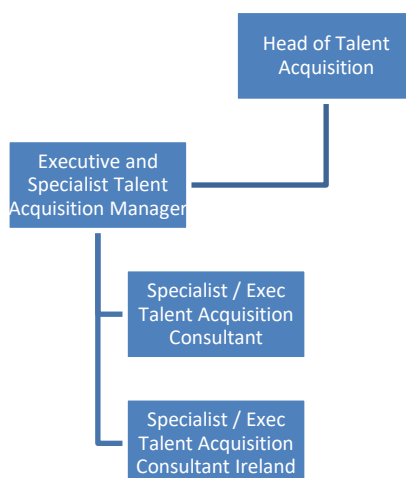
1. Purpose of the Job – State concisely the aim of the job.

Deliver a proactive, consultative specialist and executive search service, partnering with senior hiring leaders to understand critical talent requirements, shape search strategies and provide expert market insight. Identify, engage and secure specialist, hard-to-find and leadership talent through market mapping, direct search, headhunting and high-quality assessment, reducing reliance on external search and agency partners.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY18:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		▪ UK&I remit across specialist and executive requirements; operates across multiple sectors/capability areas; accountable for proactive pipelines and direct search delivery.							

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

Recruits scarce and senior talent where traditional advertising may not generate the required candidate market, requiring proactive engagement with passive candidates and strong market expertise.

This is a business-facing role requiring regular weekly travel and on-site presence across the allocated portfolio. Colleagues will be expected to work from and visit Sodexo/client locations to engage with candidates, hiring managers and operational teams and to deliver recruitment activity closer to the business. A minimum level of on-site presence will be expected each week, determined by the requirements of the portfolio and the business.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Deliver end-to-end recruitment for specialist and niche roles.
- Conduct market mapping and proactive talent searches.
- Build and maintain talent communities and pipelines.
- Interview and assess candidates against technical and behavioural requirements.
- Advise hiring managers on market conditions and candidate availability.
- Present talent insights, salary benchmarking and competitor intelligence.
- Own the recruitment process from briefing through to offer acceptance.
- Specialist expertise within their market.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Successful delivery of specialist/critical searches
- Direct-sourcing performance
- Quality of shortlisted talent
- Development of sustainable pipelines
- Reduction in unnecessary agency dependency.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Strong experience delivering specialist and/or senior-level recruitment, including end-to-end search, headhunting, interviewing and assessment.
- Demonstrable ability to operate as a credible, consultative talent partner, advising, influencing and constructively challenging senior hiring leaders.
- Advanced direct sourcing, headhunting and talent-mapping capability, proactively identifying and engaging passive and hard-to-reach talent.
- Strong market intelligence capability, using external insight, competitor knowledge and talent data to shape search strategies and hiring decisions.
- Commercially astute, with the confidence to advise on talent availability, remuneration, market positioning and recruitment strategy.
- Proven ability to manage complex, confidential and business-critical appointments with high levels of judgement and discretion.
- Demonstrable ability of managing multiple senior stakeholders and searches across a diverse business portfolio.
- Highly capable in the use of recruitment technology, digital sourcing tools and talent intelligence platforms.
- Able to operate as a visible, business-facing partner, including regular travel and on-site presence.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

	■ Growth, Client & Customer Satisfaction / Quality of Services provided		
	■ Rigorous management of results		
	■ Commercial Awareness		

9. Management Approval – To be completed by document owner

Version	5.0	Date	02/02/18
Document Owner	Carmen Drinkwater		