

Job Description: Talent Acquisition Consultant



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

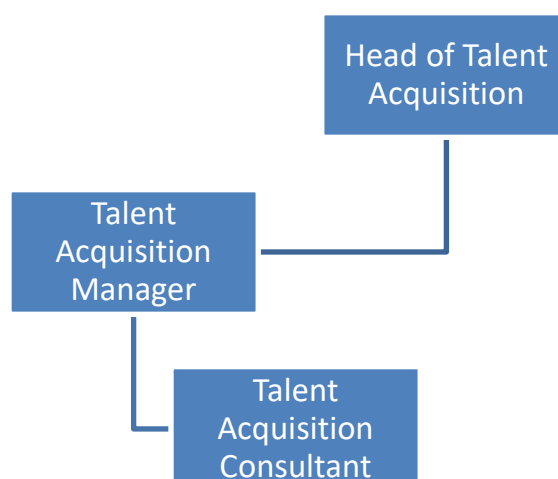
1. Purpose of the Job – State concisely the aim of the job.

Deliver a proactive, consultative and high-quality end-to-end talent acquisition service across an allocated portfolio, partnering with hiring managers to understand and anticipate workforce requirements, shape recruitment strategies and influence hiring decisions through direct sourcing, assessment, market insight and proactive talent pipelining.

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		- Owns an allocated portfolio of vacancies and talent requirements. - Delivers frontline and/or salaried recruitment according to portfolio. - Accountable for recruitment delivery from requirement through to accepted offer. - Works to agreed hiring-plan, sourcing, conversion, experience and TTO measures.							

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.

Balances multiple hiring priorities in competitive labour markets while ensuring pace, quality and candidate experience. Requires proactive sourcing and effective challenge of hiring requirements rather than reliance on applications or reactive vacancy processing.

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.

- Own recruitment from role briefing through to successful offer.
- Consult with hiring managers to understand and challenge requirements.
- Develop appropriate attraction and sourcing strategies.
- Proactively source and engage candidates.
- Screen, interview and assess talent.
- Build pipelines for recurring and critical requirements.
- Provide labour-market and candidate insight.
- Maintain accurate ATS data and adhere to recruitment governance.

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.

- Delivery of vacancies against agreed hiring plans and TTO.
- Achievement of direct-sourcing, conversion and offer-acceptance targets.
- Quality and readiness of candidates presented to hiring managers.
- Strong candidate and hiring-manager experience.
- Accurate, compliant and consistent recruitment delivery.

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

- Strong end-to-end recruitment experience, including direct sourcing, interviewing and assessment.
- Demonstrable ability to operate proactively and consultatively, advising, influencing and constructively challenging hiring managers.
- Strong talent sourcing and pipelining capability, using market insight to identify and engage talent.
- Commercially aware, with the ability to use recruitment data and insight to shape hiring decisions.
- Demonstrable ability of managing multiple priorities and stakeholders across an allocated business portfolio.
- Demonstrable ability of using recruitment technology, digital sourcing tools and automation.
- Able to operate as a visible, business-facing partner, including weekly 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		