

Job Description:Talent Acquisition Resourcing Advisor

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| Function: | | | Human Resources | | | | | | |
| Position: | | | **Talent Acquisition Resourcing Advisor** | | | | | | |
| Job holder: | | |  | | | | | | |
| Date (in job since): | | |  | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | Talent Acquisition Lead | | | | | | |
| Additional reporting line to: | | | Talent Acquisition Recruitment Manager | | | | | | |
| Position location: | | | Home based, with occasional travel for team meetings, site visits and work related engagements | | | | | | |
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| **1. Purpose of the Job** – State concisely the aim of the job**.** | | | | | | | | | |
| * To provide excellence in supporting end-to-end resourcing practice, helping to promote Sodexo as an employer of choice. * The role holder needs to balance the needs of candidate quality, speed of fulfilment and the cost of resourcing. * Provide a helpful, highly responsive and customer friendly Resourcing service to all customers * Become a true SME and showcasing your knowledge of current market needs | | | | | | | | | |
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| **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. | | | | | | | | | |
|  |  | EBIT growth: | tbc |  |  | Outsourcing rate: | n/a | Region Workforce | tbc |
| Revenue FY13: | €tbc | EBIT margin: | tbc | Growth type: | n/a |
| Net income growth | : tbc | Outsourcing growth rate: | n/a | HR in Region | tbc |
|  |  | Cash conversion: | tbc |  |  |

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| **3. Organization chart** – Indicate schematically the position of the job within the organization. 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. |
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| Recruitment Manager  Talent Acquisition Lead  Senior Talent  Resourcing Advisor  Resourcing Advisor |

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| **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. |
| * + Workforce planning for business growth   + Improve agency/recruitment spend through direct sourcing and attraction strategies   + Stakeholder management and engagement   + Impact business strategy   + Continue to help build our Employer Brand through innovation   + Participate in organisational planning, supporting business growth and flexibility, forecasting hiring demand needs |

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| **5. Main assignments** – Indicate the main activities / duties to be conducted in the job. |
| * Ensure all daily tasks and responsibilities are completed within SLAs to support the recruitment operations effectively. * Collaborate with advisors to address recruitment challenges, leveraging partnership and key attraction strategies. * Review and align adverts and branding across all platforms to maintain brand excellence. * Mentor advisors. * Organise and facilitate training sessions for new starters and provide ongoing training support as needed. * Report on KPIs and recruitment metrics specific to the segment. * Collaborate with TABP to review and optimize end-to-end recruitment practices. * Ensure talent pipelining and understanding of segments, gaps, and job families/areas of struggle. * Assist recruiters with stakeholder communications and calls as required. * Manage the recruitment inbox, ensuring queries are addressed by the appropriate advisors. * Utilise the HR hub correctly and resolve any issues promptly. * Implement various attraction methods according to the overall attraction strategy. * Ensure managers adhere to legal and compliance standards throughout the recruitment process. * Work with TABP to achieve specified KPIs. * Provide SME advice and support for recruitment-related queries. * Ensure advisors maintain accurate housekeeping on Tribepad. * Assist advisors with using the ATS system effectively. * Provide holiday leave coverage for advisors to ensure continuous recruitment support. * Support TABP with implementing projects aligned with the recruitment strategy. |

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| **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. |
| * Attention to detail is paid to all documentation distributed; ensuring Resourcing correspondence is accurate and quality checked before distribution * Data will be inputted accurately into HR/Resourcing Systems, which will be kept up to date with accurate information. * The business receives a highly responsive, helpful Resourcing service |

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| **7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * In-house recruitment experience * Able to demonstrate some hands on experience of what excellence looks like in the end-to-end resourcing process, as well as a demonstrable track record of delivery to evidence that comprehension * Direct Sourcing – must be able to demonstrate understanding and track record in utilising creative and effective ways of sourcing quality candidates directly, as well as the confidence, organisation and interpersonal skill to be able to approach passive candidates for roles in Sodexo. * Will have some experience of utilising social recruiting tools and the ATS optimally for sourcing. * Personal Organisation – needs to be highly organised and disciplined in managing workload and the end-to-end resourcing process, including utilising technology (particularly Applicant Tracking Systems, scheduling tools and online) for efficiency, as well as using lean processes and methods – i.e. rigorous campaign planning and contracting with hiring managers, up-front scheduling, educating hiring managers to become increasingly self sufficient * Demand Management – must be planful and disciplined in engaging with the business to identify future resourcing needs and demonstrate value-add through identifying ways that resourcing can build capability through developing a pipeline of talent. This requires the ability to consult and plan as well thinks ahead. Some hands on experience with different selection and assessment techniques, able to select appropri- ate methods in their use to assist both the candidate experience and the quality of hires * Skills and experience in process improvement – has a proven ability to find leaner, more effective and efficient ways for resourcing to add value to the business * Influencing and facilitation skills – willing to build own influencing skills to be able to relate effectively to a large and diverse community of hiring managers, to understand their needs and be flexible and responsive to them, yet at the same time resilient and assured in communicating best practice, applying expertise and following company policies and procedures * Commercial Understanding – Able to demonstrate why the activities are important to the business and why they make a difference * Customer Focus – Able to demonstrate an understanding of customer need and focus |

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| **8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires | | | |
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|  | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Leadership & People Management |  |
| * Rigorous management of results | * Innovation and Change |
| * Brand Notoriety | * Business Consulting |
| * Commercial Awareness | * HR Service Delivery |
| * Employee Engagement | * Workforce planning & Talent Management |  |
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| **9. Management Approval** – To be completed by document owner | | | | | |
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|  | Version | 1.0 | Date |  |  |
|  | Document Owner |  | | |  |

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| **9. Employee Acknowledgement** | | | | | |
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|  | Employee Signature |  | Date |  |  |
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