

Job Description: Talent Acquisition Manager



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

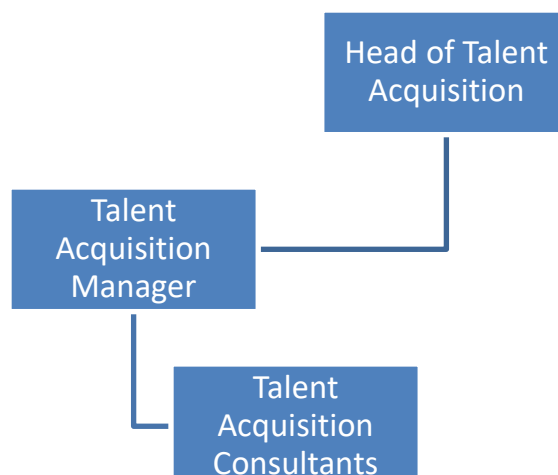
1. Purpose of the Job – State concisely the aim of the job.

Own workforce planning and Talent Acquisition strategy across designated business segments, acting as a strategic and consultative partner to senior Business and People leaders. Forecast workforce demand, identify talent and capability risks and translate these into prioritised, insight-led hiring and talent plans. Lead and deploy TA capability against those plans, with accountability for overall recruitment performance, service delivery and outcomes across the portfolio.

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		▪ Accountability for TA delivery across designated segment(s). ▪ Leadership of approximately 5–6 TA Consultants, dependent on portfolio. ▪ Accountable for hiring-plan delivery, capacity, performance and stakeholder experience. ▪ Operates across frontline, salaried and critical hiring requirements.							

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.

Operates within a complex and changing labour market, balancing business growth, workforce demand, recruitment capacity and candidate availability. The role must shift recruitment from reactive vacancy fulfilment towards proactive workforce planning while delivering consistent service, governance and commercial outcomes.

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 segment workforce planning and recruitment strategy.
- Translate forecast demand into prioritised hiring plans.
- Lead, allocate and optimise TA resource and capacity.
- Partner with senior stakeholders on workforce risks and talent solutions.
- Drive direct sourcing, pipelines, internal mobility and market insight.
- Monitor recruitment performance and intervene where delivery is off plan.
- Lead and develop TA Consultants.
- Ensure adherence to TA policy, process and compliance standards.

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 agreed workforce and hiring plans.
- Effective utilisation and performance of TA resource.
- Achievement of TA service, sourcing and experience KPIs.
- Proactive identification and mitigation of workforce/talent risks.
- High-quality strategic partnership with business and People leaders.

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

- Significant TA experience with demonstrable leadership of complex, multi-service recruitment portfolios and teams.
- Proven strategic workforce planning capability, translating business plans, demand forecasts and talent risks into prioritised recruitment and talent plans.
- Demonstrable experience operating as a strategic and consultative partner to senior Business and People leaders, with the credibility to influence and constructive challenge.
- Strong commercial and analytical capability, using recruitment data, labour-market insight and business intelligence to shape workforce decisions.
- Proven ability to deploy resource and capability against changing business demand, balancing priorities, capacity, risk and service performance.
- Demonstrable accountability for portfolio-level recruitment performance and outcomes, driving improvement against agreed measures.
- Strong leadership capability, with evidence of setting direction, building capability and leading teams through change.

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	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Commercial Awareness	

9. Management Approval – To be completed by document owner

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