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| **Role title:** | Talent Acquisition Specialist | **Responsible to:** | Talent Acquisition Lead |
| **Division:** | People & Culture | **Department:** | People & Culture Operations |
| **Direct Reports and Level:** | None | **Scope:** | Recruitment and resourcing practices globally.  |
| **Scale:** | Supports the MPS group approximate 1,000 employees |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Implement 2 | **Role Family** | Group Corporate Functions |

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| **Overall Role Purpose** |
| The Talent Acquisition Specialist will support the Talent Acquisition Lead to create and maintain a best-in-class recruitment function at Medical Protection Society. The post holder will provide specialist in-depth recruitment expertise to enhance the attraction, selection, and candidate experience of the best active and passive talent in the market.Support the TA Lead to leverage specialist agency relationships to source hard-to-fill roles whilst maximising cost efficiency through the use of the latest recruitment techniques to increase the number of direct and internal hires.  |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational** * Deliver a first-class candidate experience at all levels and stages of the recruitment process.
* Support the Talent Acquisition Lead in the effective delivery of a hybrid recruitment model to include direct sourcing, and specialist agency support.
* Leverage the latest talent acquisition techniques to proactively source and pipeline for hard-to-fill vacancies.
* Support the Talent Acquisition Lead to develop the collation and use of key talent performance metrics such as Time to Offer, Cost Per Hire, Attrition and Pipeline Diversity.
* Improve and maintain a strong employer review score on websites such as Glassdoor and Indeed to enhance candidate attraction.
* Support the activation and maintenance of an Employer Brand and Employee Value Proposition.
* Support the TA Lead with the delivery of continuous improvement opportunities across the recruitment process and MPS’s existing recruitment technologies.
* Utilise HR systems and MI to create powerful stories to measure success and influence stakeholders.
* Manage and enhance our PSL relationships. Hold them to account where necessary and leverage their market insight to support internal decision making.
* Manage the offer process and ensure a seamless candidate handover to People Operations.
* Provide constructive, timely feedback to unsuccessful candidates in a way that will further enhance their overall experience and perception of MPS.
 | * Corporate Strategic priorities Vs plan
* Division Plan Vs plan
* MPS engagement index Vs plan
* Candidate and Manager survey feedback
* Positive tracking of recruitment metrics including CPH and TTO
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| **Financial*** Manage the allocation of job board credits and sponsorship of adverts
* Work with TA Lead and Reward team to activate EVP initiatives in line with external market and trends.
* Use direct sourcing tools to maximise the use of direct and internal recruitment and minimise the use of recruitment agencies.
* Work with the TA lead to gather insight and analysis from people metrics and organisational data sources to inform recruitment decisions and actions which results in a measurable improvement in business recruitment performance and people metric trends.
 | * Operational budget Vs Plan
* Performance against specific targets agreed
* Direct v Agency recruitment mix
* Performance against recruitment metrics
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| **Member*** Leverage the MPS brand and culture in all recruitment campaigns using innovative and creative techniques such as social media, recruitment advertising, careers fairs and direct sourcing.
* Protect MPS brand by being the conduit to all recruitment activity and recruiting individuals who will support and demonstrate the MPS Value.
* Work with the TA Lead to create a consistent approach to recruitment across MPS globally to deliver effective and efficient recruitment practices in all jurisdictions.
 | * Net Promoter score
* Member satisfaction scores
* Outcome and Quality Assurance testing scores / compliance testing and internal audit scores
* Candidate and Manager feedback
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| **People*** Take ownership for self-development and the attainment of the latest industry knowledge. Leverage this knowledge to make MPS a destination employer in a highly competitive talent market.
* Support with Talent Acquisition and wider People & Culture projects.
* Ensure recruitment material is fair, consistent, and transparent so that selection processes are conducted efficiently and equitably.
* Develop and implement engaging candidate attraction strategies and use a wide range of channels to allow hiring managers to select colleagues from a diverse range of backgrounds.
* Support on recruitment activity related to upcoming organisational re-structures and outputs of design authority.
* Build strong relationships with internal and external stakeholders to work in partnership to implement effective resourcing and recruitment practices.
* Collaborate with hiring managers to define recruitment requirements and provide tailored advice and support in relation to their specific needs.
* Coach hiring managers with effective talent acquisition practices such as, interview technique and candidate engagement.
 | * Inclusion index
* D&I metrics
* Engagement Index in first 6 months
* Leadership Index Vs MPS
* People Metrics – attrition, absence
* Delivery of Personal Development Plan to plan
* One to one / performance review meetings Vs Plan
* Stakeholder Feedback
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| **Risk*** Support hiring managers during the recruitment process to ensure compliance with policy and regulatory requirements.
* Keep UpToDate with legislative changes including country-specific Employment Law, Equality and Diversity legislation, advising managers on best practise.
* Work with the TA Lead to develop recruitment materials and assessment methods which target and identify candidates with the right capability and behaviours.
* Educate managers on upcoming recruitment and advising on market trends, risk and talent pools.
* Escalate to the TA Lead, instances where best practice recruitment processes are not being complied with.
* Comply with applicable professional ethical guidance and all relevant internal policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the staff handbook. Adheres to the business rules relevant to the role, which are subject to change from time to time.
 | * Risk & Control Self- Assessments Audit Actions
* Outcome testing results
* Audit Actions
* Maintain risk register
* Adherence to recruitment routines
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| **Responsibilities (RACI)** |
| * Act as a technical expert with regards to recruitment and resourcing, liaising with colleagues within the teams and internal/external stakeholders
* Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role.
* Build a strong internal and external network to inform continuous professional development and contribute thought-leadership on people policies and practice that will further enhance People and Culture’s contribution to business performance.
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| **Key Governance Responsibilities** |
| * Not Applicable
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking | Leading Others |
| Building Capability in Self and Others | Leading Self  |
| Influencing Others | Leading Others |
| Collaborating for Results | Leading Self  |
| Leading Self and Others | Leading Self  |
| Commercial and Risk Thinking  | Leading Self |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Strong Knowledge of Recruitment sourcing best practice
* Awareness of employment legislation and its implications on recruitment activity
 | * Adept at collating and ensuring accuracy of recruitment data
* Using an Applicant Tracking System for talent pooling
* Coaching managers in all aspects of resourcing
* Proficient with Microsoft Office – particularly Excel and PowerPoint
* Experience of promoting diversity within hiring practices
 | * Recruitment, attraction, and selection experience in an agency or RPO and internal recruitment team
* Significant. demonstrable experience proactively sourcing passive candidates for hard-to-fill roles using job boards, LinkedIn Recruiter, social media platforms and other channels
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| **Desirable** |  | * Agile project management principles
* Recruitment Marketing
* Appreciation of Employer Branding
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