



WE NEED YOU

WE'RE LOOKING FOR TALENT SPECIALIST

LOCATION:
Hertford

WORKING HOURS:
Monday – Friday 37.5 hours per week

SALARY/DAY RATE:
£30,000 per annum

OTHER BENEFITS:

Reward Scheme Bonus, Life Assurance, PerkBox Discounts, Aviva Pension, Samsung/HP/Shark Discounts, Company Sick Pay, ETHIC Values - Employee of the month: a chance to win a £500 lifestyle voucher!

CONTACT TYPE:

blue square.

PEOPLE TEAM
TALENT SPECIALIST

WE'RE LOOKING FOR PASSIONATE PEOPLE PERSON

Working as part of our People team, our Talent Specialist will be responsible for the proactive end-to-end management of a variety of recruitment campaigns and activity across the business and will support the Talent Team in finding new ways to attract top talent and ensure we give candidates a fantastic insight into life at Blue Square!

No two days at Blue Square are ever the same, as the business grows, the need for new skills and new talent arises. Your role will be to ensure we continue to hire the best talent the market has to offer, delivering a quality and effective recruitment partnering service to hiring managers, key stakeholders, and candidates in line with our recruitment strategy.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

ROLE UNDERSTANDING AND EXECUTION

- Conduct briefing meetings with hiring managers to understand vacancy requirements thoroughly
- Collaborate with the Talent team to develop strategies for filling individual and campaign roles
- Deliver a first-class recruitment service to all levels across the business
- You will handle multiple roles simultaneously, often stepping in to take on recruitment tasks from teammates, prioritising effectively, and supporting the team collaboratively

CANDIDATE ATTRACTION AND ENGAGEMENT

- Using the approved job description, create on-brand advertisements to ensure Blue Square is seen as an employer of choice
 - Publish job advertisements on the company website and various job boards
 - Source candidates using diverse methods, including headhunting and crafting compelling InMail's for high response rates for all roles
 - Conduct in-depth screening calls with potential recruits and provide constructive feedback to unsuccessful candidates
 - Maintain contact with internal candidates, ensuring an exceptional and confidential candidate journey
 - Communicate effectively with all parties to demonstrate return on investment, where possible focusing on direct sourcing and reduce time to hire
- Provide hiring managers with a selection of diverse candidates aligned with the vacancy brief, maintaining regular contact with the hiring manager to provide updates
- Being the face of Blue Square as you conduct in-depth screening calls with candidate and deliver constructive feedback to all candidates throughout the process, successful or unsuccessful

PEOPLE TEAM
TALENT SPECIALIST

INTERVIEW AND SELECTION

- Present hiring managers with a diverse selection of candidates to sustain talent pool growth.
- Support interview scheduling and preparation
- Gather constructive feedback from hiring managers
Providing guidance and support on best selection methods, such as assessment centres. Ensuring successful execution by the client teams

CANDIDATE EXPERIENCE AND EMPLOYER BRANDING

- Ensure all interactions with candidates leave them feeling positive and inspired by Blue Square
- Enhance and maintain the employer brand to attract, hire, and retain talent that contributes to company growth
- Ensure timely feedback is provided to all candidates in the recruitment process
- Provide exceptional service to internal candidates ensuring their applications are handled effectively and communication is clear between candidate, line manager, hiring manager and People Business Partner

OFFER AND ONBOARDING

- Manage the offer including verbal offer negotiation, issuing offers of intent, and conducting right-to-work & role specific qualification checks

STAKEHOLDER MANAGEMENT

- Liaising with stakeholders on a regular basis across various business units
- Understanding current and future recruitment needs
- Understanding top internal talent to promote internal mobility and development
- Work with key stakeholders to understand forecasted demand and identify candidates in a proactive way to build talent pipelines

SYSTEMS MANAGEMENT AND CONTINUOUS IMPROVEMENT

- Oversee daily management of the internal Applicant Tracking System (ATS)
- Explore new ways to attract and employ top talent, collaborating with others to find the best solution for the business
- Take ownership of key projects to deliver a best-in-class talent acquisition service

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You're a recruiter, with in-house experience, and a track record of successfully sourcing and hiring candidates
- You're able to demonstrate experience of recruiting across various roles and business areas.
- You're able to prioritise, multitask and manage multiple stakeholders
- You're able to take a recruitment brief and match the best talent for the role, demonstrating an understanding of the requirement
- You're delivery focused with a can do, proactive mindset, always striving for excellence

PEOPLE TEAM TALENT SPECIALIST

- You're familiar with applicant tracking systems (ATS) / other recruitment software, able to utilise them in the best way for efficiency
- You have experience of delivering projects alongside your day-to-day activities to ensure efficiencies in TA
- You're people-oriented with a passion for delivering an exceptional candidate experience. A candidate may not be successful in their application this time, but we want them to still have an experience to remember
- You're a strong communicator with great interpersonal skills, able to build rapport with candidates and hiring managers
- You're organised with strong attention to detail
- You're able to work effectively in a fast-paced, ever-changing business environment and manage multiple priorities, demonstrating a flexible approach
- You're able to demonstrate a high level of professionalism and integrity
- You're solutions orientated with the ability to identify new ways of working keeping up to date with industry trends to drive innovation
- You're confident using Microsoft Office applications with the ability to quickly learn new systems
- You'll ideally have a basic understanding of UK employment law and regulation

Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

