



WE NEED YOU

WE'RE LOOKING FOR

TALENT ACQUISITION MANAGER

LOCATION:

Hertford

WORKING HOURS:

Monday – Friday 37.5 hours per week

SALARY/DAY RATE:

£42,000 - £50,000 per annum

OTHER BENEFITS:

15% Accelerator Bonus, Life Assurance, Perkbox Discounts, Aviva Pension, Samsung/HP Discounts, Company Sick Pay, Birthday Leave

CONTACT TYPE:

Permanent

REPORTING IN TO:

Head of Talent Acquisition

DIVISION
Talent Acquisition
Manager

WE'RE LOOKING FOR A PASSIONATE PEOPLE PERSON

As a vital member of our People team, the Talent Acquisition Manager at Blue Square is responsible for managing the daily operations of the Talent Acquisition team. This includes handling high-volume vacancies, leading large-scale recruitment campaigns and end to end recruitment of senior and confidential vacancies.

Working closely with the Head of Talent Acquisition, the manager will develop effective strategies to attract, engage, and retain the right talent at the right time. You'll be involved in systems management, talent pipelining, elevating our recruitment process, enhancing our employer brand, and ensuring a seamless onboarding experience.

This is a fantastic opportunity for a manager who is passionate about talent acquisition and eager to make a significant impact by shaping the future of our people at Blue Square.

Due to the nature of our ever-changing business environment, we're looking for individuals who are adaptable, autonomous and resilient.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

TEAM MANAGEMENT

- Recruit, coach, and develop a high-performing TA Operations team
- Ensure the TA team provides an excellent candidate journey, for both internal and external candidates - maintaining confidentiality
- Focus the TA operations team on a direct sourcing approach to drive down recruitment costs and deliver a first-class service to stakeholders
- Elevating the approaches we use for screening & selecting potential candidates utilising market-leading tools & innovations, knowing that people want user-grade experiences that are meaningful, personalised and inclusive.

TALENT COMMUNITY MANAGEMENT

- Create, develop, and maintain candidate talent pools for tactical/campaign roles and high-importance strategic roles
- Ensure quality tactical campaign pipeline through effective promoter grading post-campaign, reflected within the ATS
- Ensure candidates within talent pools are tagged correctly and receive regular engaging communication(s)
- Maintain an alumni talent pool
- Work with People Business Partners to talent map employees for future opportunities

STRATEGY DEVELOPMENT

- Work with the Head of Talent Acquisition to define new ways to attract and successfully employ top talent
- Collaborate with the People leadership team to enable TA strategy and innovation.
- Align on project scope and outcomes, delivering on the TA/People Roadmap

OPERATIONAL EXCELLENCE

- Ensure the successful delivery and continuous improvement of Blue Square's applicant tracking system (ATS) – Tribepad

DIVISION Talent Acquisition Manager

- Deliver operational excellence, continual improvement, and evolution of recruitment processes
- Ensure processes are clearly defined, documented, implemented, and executed

STAKEHOLDER ENGAGEMENT

- Identify and define business needs, gather requirements from stakeholders, and provide recommendations
- Understand forecasted demand, existing and new clients, and identify candidates ahead of the curve
- Manage expectations of clients, internal stakeholders, and team regarding the scope of work
- Understand new business briefs, providing example job descriptions and cost-to-recruit estimates
- Provide expert advice on recruitment processes, including compliance with data privacy legislation and controls (e.g., Right to Work, contracts, handling subject access requests)
- Partner with the Head of People Development to create and maintain hiring manager training
- Manage and resolve escalations, ensuring candidate, vendor, and business segment SLAs are met

RECRUITMENT

- Conduct 360-degree recruitment for senior and confidential roles, acting as the face of Blue Square, leading by example to the wider TA team
- Conduct in-depth screening calls with new or potential recruits and deliver constructive feedback to unsuccessful candidates
- Hold briefing meetings with hiring managers to understand their vacancy requirements and deliver to a high standard
- Conduct regular field visits to understand business needs and review candidate performance
- Create talent strategies to fill individual and campaign roles
- Source new and future candidates via various attraction methods, including headhunting
- Write compelling InMail's to gain a high response rate and deliver the right candidate at the right time against predefined SLAs

BUDGET MANAGEMENT

- Understand recruitment costs and build business case to gain approval for additional recruitment spend
- Provide insights based on data analysis to inform recruitment strategies

EMPLOYER OF CHOICE

- Maintain and improve our employer brand, ensuring we attract, hire, and retain individuals who contribute to our company's growth
- Ensure Blue Square is recognised as a destination employer. Consistently communicating our organisational vision and values and employee value propositions to cultivate a positive reputation as an employer of choice.
- Embed a defined approach to candidate engagement and assessment

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER Talent Acquisition Expertise

- You're an experience Talent Acquisition professional, able to manage high-volume vacancies and senior-level appointments

DIVISON Talent Acquisition Manager

messages

- You're able to demonstrate a proven track record in implementing successful talent acquisition strategies
- You're skilled in Talent Pipelining and Sourcing
- Proficient in sourcing candidates through various methods, including headhunting and writing compelling outreach

- You're a problem solver with proven ability to manage and resolve escalations, ensuring service level agreements (SLAs) are met
- You're experienced in managing others, able to recruit, coach, and develop high-performing teams – ideally in talent acquisition
- You're experienced with ATS and systems management with hands-on experience with applicant tracking systems (ATS) and a strong understanding of their continuous improvement and maintenance
- You're a confident communicator, with excellent stakeholder engagement skills - able to manage relationships with stakeholders at all levels, capable of maintaining confidentiality and providing a positive candidate journey
- You're driven by process and operational excellence, with a strong understanding of recruitment processes, including compliance with data privacy legislation
- You're driven by data analysis and insights to make informed recruitment strategies.
- You're experienced in maintaining and enhancing an employer brand to attract, hire, and retain top talent

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.

