

JOB DESCRIPTION – TALENT ADVISOR

Job Title – Talent Advisor

Department – People Team

Reports to – Talent Acquisition Manager

Job Family Number - 3

Who?

The Talent Advisor displays positive behaviours at all times, they are fun, engaging and are able to sell the Sofology brand through their passion. They are well presented, creative and are able to influence colleagues, new starters and team members to achieve goals and objectives that will drive business growth. They are able to deliver a message with confidence no matter how big the audience and they are able to understand and demonstrate the ability to coach and challenge people at all levels. They are exceptional with time management, efficient with project deadlines and their ability to adapt to change is second to none. They are caring, always smiling & have a natural ability to build confidence in others.

Job Purpose

Our Sofology Talent Advisors are pivotal to the success of how a new potential colleague is placed and succeeds in their new role with Sofology. The role is extremely fast paced, to recruit a high volume of Retail, Support Office & Operations Colleagues. Not only will you be calling and screening candidates to book in for interviews, but you will be looking at creating Job Descriptions, raising the roles and managing them to the end, building relationships with your candidates and Hiring Managers, but you will be required to attend interviews and Recruitment Days to ensure that new colleagues are placed in their new roles, with pace, efficiency and most importantly, have an exceptional candidate experience throughout.

Key Responsibilities

- Attracting and sourcing relevant talent for Support Office, Retail and Operations positions using a wide range of attractions channels and methods.
- Maintaining our Employer Brand through relevant communications using a wide range of channels both online and physical.
- Manage the on-boarding for all new colleagues from offer to 1st day in the business.
- Headhunting Candidates that match the required skill sets and Sofology Behaviours
- Administration throughout onboarding, including uploading new colleagues to our HR system, ordering Uniform, sending welcome packs and contracts
- Completing DBS checks and actively seeking reference checks
- Obtaining and uploading Eligibility documents
- Giving Candidates valuable feedback even if they are unsuccessful
- Supporting your Hiring Managers with creating relevant assessment material
- Attending Recruitment days & Interviews
- Sifting and screening candidates that match the selection criteria
- Closing down roles and updating candidates once the role has been filled
- Building a Talent Pool of candidates that are ready to offer, in high volume recruitment roles
- Updating your stakeholders regularly on where you are upto with the roles
- Keeping in regular contact with your candidates and supporting them and guiding them throughout the interview process
- Regularly keeping up to date with the candidate market and considering new ways of attracting talent

KPIs/Measures

- Time to hire
- Candidate Experience / NPS and feedback
- Eligibility and Contracts
- Labour Turnover - 0-6 Months
- Diversity Targets

Required Competencies

Competency	Required
Previous Knowledge, Skills and Experience	<ul style="list-style-type: none"> ● Must demonstrate their passion to match new potential colleagues to their new role ● Understanding the link with Sales and Recruitment ● Experience in a target driven environment ● Experience with a high amount of administration with minimal mistakes ● Successful recruitment or sales background with KPI's regularly achieved ● A can-do attitude ● Experience in a high volume recruitment environment or high volume sales based environment ● Experience of recruitment systems and how to use them efficiently to achieve results ● Experience in building and chasing pipelines with successful outcomes
Working with People:	<ul style="list-style-type: none"> ▪ Demonstrates an interest and an understanding of others ▪ Adapts to the team and builds team spirit ▪ Recognises and rewards the contribution of others ▪ Listens, consults others and communicates proactively ▪ Supports and cares for others ▪ Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses
Creating and Innovating:	<ul style="list-style-type: none"> ▪ Produces new ideas, approaches or insights ▪ Creates innovative products or designs ▪ Produces a range of solutions to problems ▪ Seeks opportunities for organisational improvement ▪ Devises effective change initiatives
Relating and Networking:	<ul style="list-style-type: none"> ▪ Establishes good relationships with customers and colleague ▪ Builds wide and effective networks of contacts inside and outside the organisation ▪ Relates well to people at all levels ▪ Manages conflict ▪ Uses humour appropriately to enhance relationships with others
Delivering Results and Meeting Customer Expectations:	<ul style="list-style-type: none"> ▪ Focuses on customer needs and satisfaction

	<ul style="list-style-type: none"> ▪ Sets high standards for quality and quantity ▪ Monitors and maintains quality and productivity ▪ Works in a systematic, methodical and orderly way ▪ Consistently achieves project goals
Persuading and Influencing:	<ul style="list-style-type: none"> ▪ Makes a strong personal impression on others ▪ Gains clear agreement and commitment from others by persuading, convincing and negotiating ▪ Promotes ideas on behalf of self or others ▪ Makes effective use of political processes to influence and persuade others
Presenting and Communicating Information:	<ul style="list-style-type: none"> ▪ Speaks clearly and fluently ▪ Expresses opinions, information and key points of an argument clearly ▪ Makes presentations and undertakes public speaking with skill and confidence ▪ Responds quickly to the needs of an audience and to their reactions and feedback ▪ Projects credibility