

Role profile

Role title	Talent Acquisition Manager
Department and directorate	Human Resources
Grade	BMA Grade 4 (London)
Reports to (job title)	Head of HR Operations
Direct reports (job titles)	N/A

Job Overview– purpose of the role

Describe as concisely as possible the overall purpose of the job and what success looks like. Please limit this to a maximum of four or five sentences

The Talent Acquisition Manager is responsible for finding, recruiting, hiring – and retaining – talented candidates. They're in charge of planning, developing, and implementing an effective Talent Acquisition strategy for the BMA. This includes establishing and refining a strong employer brand.

Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

Please provide a bullet point list

- Create a sustainable talent acquisition strategy for the BMA in partnership with the Head of HR Operations
- Design, plan and execute employer branding activities
- Perform analysis of hiring needs and provide employee hiring forecast
- Plan procedures for improving the candidate experience
- Job description creation and refinement
- Candidate sourcing
- Candidate screening
- Advise management on interviewing, hiring, and candidate evaluation
- Handle all administrative tasks related to the candidate cycle, including reporting to governmental agencies and internal clients
- Use metrics to create reports and identify areas of improvement
- Support the diversity, equality and inclusion strategy for the BMA in line with the TA strategy
- Provide guidance and forecasting for future hiring needs
- Visit career and job fairs at schools or universities where required
- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager or senior HR management.
- Maintain continuing professional development

Skill (level and breadth of application)

What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?

How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- A degree in Human Resources Management, business administration, or equivalent relevant experience.
- Prior experience as a Talent Acquisition Manager, or similar experience in an HR role
- Experience in full cycle recruiting, sourcing and employment branding
- Excellent interpersonal and communication skills - written, verbal and behavioural
- Understanding of all selection methods and techniques
- Proficient in the use of social media and job boards
- Willingness to understand the duties and competencies of different roles
- Working knowledge of Applicant Tracking Systems (ATS) and databases Knowledge of job posting sites and professional social media platforms such as LinkedIn
- Ability to multitask
- Knowledge of various interviewing methods
- Strong attention to detail
- Excellent organisation skills with the ability to plan and prioritise workloads, and meet deadlines
- Ability to work under pressure and cope with high volumes at certain times of year
- IT literate, including MS Office packages, and confident to use other software
- Able to develop a positive working relationships with a wide variety of people (internal & external)

Intellectual demands (complexity and challenge)

What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?

To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- Researches, analyses, and interprets complex information, often to tight deadlines, to present coherent, well-argued positions
- Balances competing priorities, manages diverse views and responds to changing environments.
- Plans for the short, medium, and longer term in the context of corporate solutions and requirements.
- Often needs a creative approach to problem solving and issue resolution.
- Has the initiative to develop service levels and procedures where these would bring clarity and understanding to specific areas of work.
- Manages third party contracts ensuring SLAs are met and addressing highly technical issues as the internal expert.
- The role will have an impact across the association

Judgement (independence and level and impact limitations)

What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?

Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

- Works autonomously, acting on their own initiative in undertaking the work under their remit, seeking input from the Head of HR Operations only on major or contentious policy issues.
- Uses knowledge of HR Information systems issues to determine when issues might impact on other parts of the BMA and BMJ and liaises with them appropriately.

Use of resources (supervision of resources and influence)

What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.

How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?

- Support the management of the HR Applicant Tracking System, recruitment agency and TA advertising budget to ensure spend remains in line with agreed budgets and cost reduction targets.
- Works autonomously, acting on their own initiative in undertaking the work under their remit, seeking input from the Head of HR Operations and Director of HR on major or contentious policy issues.
- Uses extensive knowledge of TA systems functionality to determine when issues might impact on the BMA. The advice can have indirect but significant effects on the results of the Association

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regularly contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

What is the purpose of these contacts, eg conveying information, gathering data?

- Leads on Talent Acquisition and the Applicant Tracking System (ATS - BMA Career Hub) and is the Super User/expert in the area.
- Required to handle highly confidential and sensitive information with tact and diplomacy e.g. salary reviews, job evaluations.
- Required to present complex and sensitive information to all levels of the organisation.
- To act as the custodian of candidate data in terms of GDPR.
- Required to manage a number of third-party contracts on behalf of the organisation to ensure contractual service levels are maintained.

Physical demands & coordination (physical effort and mental strain)

Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?

- Normal co-ordination or physical demands associated with an office environment, limited requirement to engage in lifting/carrying/other exertion.

Working conditions and emotional demands)

What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?

- Work is conducted in a normal office environment and is not exposed to hazardous conditions or excessive anti-social behaviour. The role contains minimal personal risk.
- Required to work outside office hours, as the role demands, to accommodate attendance at conferences, dinners, meetings or events.

Values and behaviours

The post-holder is expected to execute their role in line with our five organisational values.

The following examples illustrate how we are using our values to inform how we act:

We are **leaders** because:

- We strive to always improve
- We take responsibility for our actions
- We collaborate with each other and work as one BMA for the good of our members
- We are proactive and prepared to guide our members and each other

We are **experts** because:

- We understand our members
- We draw on our collective experience and knowledge to solve problems
- We use our insights and research to make decisions
- We provide accurate, credible, relevant and engaging information
- We recognise our strengths and act upon them

We are **committed** because:

- We listen to our members and put them at the heart of everything we do
- We are respectful, inclusive, open and honest with our members and each other
- We approach everything we do with confidence and sensitivity

We are **reliable** because:

- We deliver on what we say we will do
- We are accessible and approachable
- We build trust by being consistent and supportive
- We are positive and decisive whatever the situation

We are **challenging** because:

- We fight, ethically and fearlessly, for the interests of all our members
- We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession

Sign-off

Manager:

Date:

Role holder:

Date: