ROLE PROFILE

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| Title: | Talent Acquisition Specialist | | |
| Functional Area: | People & Culture | | |
| Reports to: | Head of Talent Acquisition | | |
| Location: | Flexible | Travel required: | Minimal |
| Effective Date: | May 2022 | Grade: | TBC |

role PURPOSE

The purpose of this role is to contribute to building individual, organisational capability and knowledge to meet evolving operational and strategic requirements in the area of Talent Acquisition and with a particular focus on providing specialist support, capacity and advice to the Western and Central Africa region.

A particular focus of the People and Culture Strategic Roadmap is Equity, Diversity and Inclusion and Anti-Racism and this role will support targeted, holistic actions at Country, Regional and Global levels aligned to this plan.

Ensuring that we have the right people available for the organisations current and future needs and to meet our strategic goals is imperative to ensuring that we maximise our positive impact on the lives of children, especially girls, globally. This role will help us to build talent pipelines, forecasting, sourcing, screening, assessing and guiding selection processes.

Dimensions of the Role

* This role does not have any direct reports or budget responsibility although they may advise on the utilisation of external partners such as executive search, contingency recruitment services, psychometric and aptitude testing etc.
* The role has global reach, working directly with key GH People & Culture and Regional/Country Office HROD stakeholders to collectively work with the business to drive:
  + External talent identification, mapping, sourcing and pipelining (both for general management and functional leadership at a range of levels) and for cadres of specialist talent where appropriate on relevant timeframes to achieve our Purpose.
  + Providing support and guidance to Country Offices on the implementation of Global Talent Acquisition policy, procedure, the use of the applicant tracking system, increasing diversity of our candidate pipelines and minimising barriers to inclusion
  + Consistent quality of recruitment across all PII offices, from advertisement to offer and helping to devise metrics and data to measure this.
  + Providing Talent Acquisition training to new and existing Country HR Managers and others who lead on recruitment activities in country.

There are a number of metrics regarding EDI, source of hire, time to hire, hiring manager and candidate satisfaction etc that are currently analysed or will be in the future that this role will contribute to.

KEY Accountabilities

1. Contribute to the development and implementation of the global Talent Acquisition
   1. Strategy and roadmap, sharing expertise and learning, working with the Head of Talent Acquisition to ensure the strategy meets business requirements and is aligned to Values Based Leadership, underpinned by Feminist Leadership Principles.
   2. Applies learning and best practice from other sectors, including commercial organisations to build and improve on work already done in Talent Acquisition across the organisation
   3. Develops training (digital approach), guidance, and tools to build HR capability at Global, Regional and Country level
   4. Provides coaching and support, and expert advice and consultancy services to HR stakeholders
   5. Provide data for the strategic and operational People & Culture dashboard, and using the data insights to recommend improvement initiatives and identify future training, learning and development needs
2. Supporting Country Offices in understanding proposals and project start up recruitment needs for major grants and responses, working closely with Country Office HR Managers to develop recruitment plans, tools and innovative sourcing strategies to leverage diverse, high calibre candidates
3. Develop pipeline of talent/pool, specifically for frequently filled, hard to fill positions as well as hard to fill locations
4. Make recommendations for continuous improvements and operational excellence of PII HRIS system (SAP SuccessFactors) for talent acquisition;
   1. To support the continued improvement of Plan International’s current recruitment system to achieve operational excellence in talent acquisition; working with the recognised TA tool (HRIS/Success Factors) to ensure the organisation has a system which is fit for purpose and can be continually improved in the future.
   2. Support system upgrades through communication, training, guidance, and tools
5. Safeguarding
   1. Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.
6. Equity, Diversity and Inclusion and Anti Racism
   1. Help to drive our commitments in terms of equitable process and policy, diverse candidate pipelines and inclusive recruitment policy and practice in line with our the P&C Strategic Roadmap.
7. Working on project work as required, completed around day-to-day responsibilities

Key relationships

* Global Hub People & Culture Strategic Business Partners
* Regional Hub HROD Business Partners and Country Office HRMs
* Head of Talent Acquisition
* External talent acquisition experts and networks

Technical expertise, skills and knowledge

**Knowledge and experience:**

* Resourcing specialist with extensive end-to-end recruitment experience in an in-house environment
* Knowledge of the use of Application Tracking System (ATS)/recruitment platforms
* An understanding of how to attract diverse talent and how to ensure inclusion and accessibility throughout the recruitment process
* Knowledge of legal rules and regulations associated with recruitment
* Fluent written and spoken English. Knowledge of French and/or Spanish an advantage

**Skills:**

* Project Management skills
* Customer focus with gravitas to act as being accepted as a ‘critical friend’
* Well organised with the ability to manage priorities and workloads
* Organisational and time management skills, with the ability to meet both individual and team deadlines
* Excellent stakeholder management skills and the ability to build solid relationships with colleagues at all levels and provide support at a distance.
* Networking skills
* Working level of competency in MS Office
* Excellent interpersonal and presentational skills
* A strong communicator in English (knowledge of French and Spanish desirable)

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**Behaviours:**

* Is future-focused, inquisitive, and open-minded; seeks out evolving and innovative ways to add value to the organisation.
* Flexible in working style with ability to adapt when needed – resilience and pace when working within a changing environment.
* Works effectively and inclusively with a range of people, both within and outside of the organisation.
* Shows courage and confidence to speak up skillfully, challenging others even when confronted with resistance or unfamiliar circumstances.
* Works with everyone in the People & Culture team to achieve team shared goals, tackle challenges and celebrate successes.
* Listens to and values the perspectives of others and challenge their own to get the best outcome for team and organization.
* Seeks feedback from others to learn and improve.

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest, and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programmes and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

Physical Environment

Office Environment

Level of contact with children

Low contact: No contact or very low frequency of interaction