

Talent Acquisition Manager

Global

Role Overview

Talent is the foundation for our success – a diverse team of talented and bright individuals for whom the Talent Acquisition Manager is responsible for identifying, engaging and recruiting. Reporting to the People Director, this role partners with hiring managers and functional leads to ensure we have the best possible chance to recruit the strongest candidate for the job, every time.

At Momentum, one of our strongest areas is how we interact with candidates during the recruitment process. We're known for providing exceptional levels of detail in feedback and curating an experience that shows we are human, that we have listened to the candidate and that we care.

This role is not about administration (though that plays a key part) but about relationships, communication and understanding our business. As the first point of contact in the recruitment process, the Talent Acquisition Manager represents Momentum and so must live and breathe our values and behaviours, as well as demonstrate a strong understanding of what we do, why we do it and who we do it with. Training will be provided to ensure a clear grasp on our offering – particularly around the employee experience (engagement, culture, working environment, performance and development, benefits, business model and org) because it is the role of the Talent Acquisition Manager to articulately sell in the employee experience in the early stages of the interview process.

The role is varied and will include responsibilities such as taking briefs from hiring managers, actively approaching candidates, posting job ads, screening CV's and conducting interviews. This is end-to-end recruitment which means taking a brief through to acquisition and beyond, in the form of onboarding coordination, induction and HR admin to close off the cycle.

Key Responsibilities.

- Collaborate with hiring managers to write job ads for current openings
- Advertise vacancies on our website and LinkedIn pages
- Promote and monitor the employee referral programme
- Screen CVs, applications and set out our hiring process to candidates
- Interview candidates during various stages including phone screen and culture round
- Report to hiring managers and the People Director on the status of open positions
- Determine qualification and skills criteria for each position
- Agree a process for each piece of recruitment with the hiring manager and stick to it
- Support hiring managers in formulating task briefs appropriate to the role
- Update job descriptions (e.g. add tasks or modify requirements)
- Provide interview feedback, when necessary and appropriate
- Onboard new hires including first week induction and HR admin

- Brief hiring managers on their obligations for new starters (e.g. probation timetable)

What does success look like?

- Time to hire from headcount-opened to offer less than 6 weeks
- Cost to hire less than £500 in advertising fees
- Positive results each time from the "1 month-in feedback survey"
- Positive feedback on Glassdoor about the Interview experience
- Ratio of headhunted / targeted candidates to open applicants 2:1