



TALENT ACQUISITION ADVISOR

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Talent Acquisition Advisor
Department	Human Resources
Responsible to	HR Director

POSITION SUMMARY

You will be responsible for managing the talent pipeline and providing recruitment solutions to strengthen our attraction, selection, recruitment, and candidate management process.

KEY WORKING RELATIONSHIPS

HR Director, HR Systems and Project Administrator, HR & Training Assistant, HR Advisors, Office Managers, Construction Secretaries.

MAIN DUTIES

1. Responsible for supporting on the full recruitment lifecycle using the Applicant Tracking System (ATS) ensuring that company process is followed.
2. Proactively source candidates through a variety of recruiting channels. This will include job board and CV searches and direct sourcing of candidates via social media and referrals.
3. Manage the Bloor Homes LinkedIn recruitment account.
4. Build strong relationships with hiring managers, advising on best practice at all stages of the recruitment process.
5. Ensure legal Right to Work compliance is adhered to.
6. Point of contact for technical issues with the recruitment systems.
7. Candidate Management through to commencement.
8. Support and facilitate Corporate Induction.
9. Manage and maintain the driving licence system.
10. Ensure all Forklift Truck Drivers have up to date onsite medicals to comply with H&S.
11. Accurately write adhoc letters and contracts where needed.
12. Manage the Recruitment mailbox to ensure external emails are actioned in a timely manner.
13. Maintain a relationship with recruitment agencies and ensure recruitment agency fees and claw backs are actioned correctly.
14. Manage the recruitment agency PSL.
15. Provide regular updates to the HR Department for recruitment in the regions.
16. Assist with the creation of Job Descriptions and Person Specifications.
17. Assist the HR Advisors to conduct exit interviews with departing staff and report on trends and formulate plans for attraction and retention.
18. Comply with and uphold company policies and procedures.
19. Attend meetings that may be necessary in the performance of your duties.

- 20.** Undertake any additional tasks as may reasonably be required from time to time.
 - 21.** As an Information Asset Owner, you are likely to have elevated data access and as such a number of responsibilities outlined in Section 7.0 of the Data Protection – Roles and Responsibilities document.
 - 22.** Assist with the management of the HR Inbox.
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It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.