

Aurigny Air Services

Talent Officer

Introduction: The Talent Officer at Aurigny is responsible for managing the entire recruitment and selection process, overseeing onboarding and orientation, handling talent management and succession planning, enhancing employer branding, and managing offboarding procedures. This role is crucial for ensuring that the company attracts, retains, and develops top talent, thereby supporting Aurigny's strategic goals.

Reporting to: Head of People and Culture

Location: Guernsey

Main Duties:

1. Recruitment and Selection Process

- Manage the end-to-end recruitment process, from job postings to candidate selection.
- Conduct interviews and assessments, ensuring a fair and consistent selection process.
- Collaborate with hiring managers to understand staffing needs and requirements.
- Maintain a talent pipeline to ensure timely recruitment for open positions.

2. Onboarding and Orientation

- Work with the Head of People & Culture to create and deliver onboarding programs to welcome new employees.
- Conduct orientation sessions to introduce new hires to the company culture, policies, and procedures.
- Provide support and resources to employees relocating for their new roles.
- Ensure new employees have a smooth transition into their roles.
- Monitor the onboarding process and gather feedback to improve the experience.

3. Talent Management and Succession Planning

- Identify and develop strategies for talent management and employee development.
- Collaborate with managers to create succession plans for key positions.
- Monitor and assess the effectiveness of talent management programs.
- Support employees in their career development and growth within the company.

4. Employer Branding

- Enhance the company's employer brand to attract and retain top talent.
- Work with the Head of People & Culture to develop and implement strategies to position Aurigny as an employer of choice.

- Promote the company's values, culture, and benefits to potential candidates.
- Coordinate with the commercial team and other relevant parties to ensure consistent employer branding messages.

5. Offboarding

- Manage the offboarding process for departing employees.
- Conduct exit interviews to gather feedback and identify areas for improvement.
- Ensure all offboarding procedures are followed, including final settlements and return of company property.
- Analyse exit interview data to inform retention strategies.

Key Criteria:

- Proven experience in talent acquisition and management.
- Strong knowledge of recruitment processes and best practices.
- Excellent interpersonal and communication skills.
- Ability to handle sensitive and confidential information with integrity.
- Strong organisational and project management skills.
- Proficiency in using Office 365.

Desirable Criteria:

- Previous experience in the airline or transportation industry.
- CIPD Level 3
- Knowledge of employment laws and regulations specific to Guernsey.

Competency Framework

TBC