

## ROLE DESCRIPTION

<b>Role Title</b>	Recruitment and Talent Manager
<b>Accountability Seat</b>	Human Resources
<b>Accountable To</b>	Finance Director

### Role Purpose

To lead and manage the full recruitment cycle, from attraction through to onboarding, ensuring the recruitment journey is seamless. You will play a crucial role in attracting, engaging, and hiring top talent across all departments. You will be responsible for developing and executing innovative recruitment strategies to meet current and future staffing needs. This includes building and nurturing talent pipelines, managing the full recruitment lifecycle, and ensuring an exceptional candidate experience.

You will also be responsible for supporting the development of internal talent to meet current and future workforce needs.

### Role Accountabilities

- Collaborate with hiring managers prior to recruitment to understand requirements, job descriptions, adverts, pre-screening, interviews and other selection techniques.
- Proactively search for suitable candidates using CV/profile search tools.
- Writing engaging and inclusive job adverts, ensuring roles are posted across a range of channels.
- Be instrumental in developing initiatives to enhance the company's reputation as an employer of choice. This includes creating compelling job postings, managing social media recruitment campaigns, and participating in career fairs.
- Support hiring managers by undertaking screening activities such as CV sifting, long listing and initial telephone and or video interviews.
- Timely, thorough and professional communication with candidates, including provision of interview feedback.
- Facilitating the offer and negotiation stages.
- Report to hiring managers and senior leadership on the status of open positions.
- Engage with active and passive candidates, remaining up to date with market insights and build a talent pipeline.
- Ensure the recruitment process promotes diversity with a fair, inclusive and transparent approach to attraction and selection.
- Create and manage a talent bank of candidates for all roles.
- Provide regular reports on recruitment performance to senior management.
- Work with line managers to identify high-potential employees and future leaders
- Support succession planning and career development initiatives
- Collaborate with line managers and the HR team to design pathways for employee growth
- Oversee the use of the Applicant Tracking System (ATS)
- Monitor recruitment KPI's and provide reports to senior leadership
- Manage recruitment budgets and monitor return on investment
- Provide guidance and training to hiring managers on effective recruitment practices
- Partner with managers and leaders to understand resourcing and talent development needs

### Other Role Responsibilities

1. Provide ad hoc support to the HR Department as required.
2. To be an active member of the Group Services team and contribute to a co-operative working environment between all business units.

### General Responsibilities



1. To support the delivery of Osprey's vision and values as part of your day-to-day work.
2. To comply with Osprey's management systems as required within your area of responsibility.
3. To be responsible for the health, safety and environmental aspects affecting self, employees and activities under your control.
4. Any other duties that the company may reasonably require the individual to undertake.

#### Osprey's Promise

You will be supported by your line manager through supervision and support, listening, training and development, and the best resources that we are able to provide to help you give *your* best.

Signature		Signature	
Employee Name		Manager's Name	
Date		Date	

