

PERSON SPECIFICATION

This Person Specification should be completed alongside the Role Description (HR-P01-004) when recruiting. It is used to identify and record the necessary experience and skills that will be looked for in candidates before a job advert is created.

Role Title	Recruitment and Talent Manager
Accountability Seat	Human Resources
Accountable To	Finance Director

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ○ CIPD or equivalent HR qualification ○ Minimum of 2 A Levels or an equivalent Level 3 Diploma ○ 5 GCSE's or equivalent at Grades A to C, including English and Maths 	<ul style="list-style-type: none"> ○ Bachelor's degree in Human Resources, Business or a related field
Experience	<ul style="list-style-type: none"> ○ Previous recruitment experience including at a managerial level (min 5 years) ○ Proven success sourcing and placing candidates in volume-driven or fast-paced environments 	<ul style="list-style-type: none"> ○ Experience developing and implementing talent acquisition strategies. ○ Experience in workforce planning and succession planning
Knowledge	<ul style="list-style-type: none"> ○ A deep understanding of the UK job market and relevant employment laws ○ Strong understanding of the UK right to work requirements and compliance processes ○ Understanding of digital recruitment tools and social media recruitment 	<ul style="list-style-type: none"> ○ Experience with Applicant Tracking Systems (ATS) is essential, and proficiency in other recruitment technologies is highly desirable ○ Understanding of psychometric testing and interpretation of results.
Skills	<ul style="list-style-type: none"> ○ Strong negotiation and influencing skills are crucial, as is the ability to build rapport with candidates and stakeholders ○ Excellent verbal and written communication skills ○ Strong time management and prioritisation skills ○ Ability to work to targets and deadlines ○ Motivated and able to develop self ○ Computer literate and competent in MS Office Suite applications ○ Commercial awareness and ability to align talent strategies with business objectives. 	



Behaviours/ Attributes	<ul style="list-style-type: none"> Highly organised and able to prioritise a busy workload Methodical, organised and remain calm under pressure A team player with a pro-active and 'can-do' attitude Ability to use own initiative for problem-solving Ability to deal with uncertainty Keen eye for detail (you'll ideally have prior administration experience) Flexible approach to working activities Ability to build effective working relationships and collaborate across all levels of the business High degree of tact, diplomacy, confidentiality and discretion 	
Working Conditions		
This role is based in the Portishead office and Osprey offers a flexible/hybrid working environment.		

