

## What is the role?

Our Talent Acquisition Specialist will provide an innovative and effective recruitment strategy, partnering with stakeholders to secure the best talent for the business.

You will lead full-cycle recruitment activities for positions across XMA offices and field-based teams in the UK. You will develop innovative and effective recruitment strategies, identifying and connecting with top talent and ensuring compliance through the recruitment process. Through collaborating with directors, senior leadership and managers across the business, you will ensure excellent business partnering and candidate experience.

Reporting to the HR Manager, there is a high level of autonomy required in this role to define the priorities and strategy, as well as to manage the on-going workload and activities.

## How will you do this?

- Responsible for leading full life cycle recruitment activities which includes, but is not limited to, conducting detailed role briefs with hiring managers, recommending and evaluating recruitment strategies for effectiveness, guiding hiring managers and candidates throughout the interview process, negotiating offers, and ensuring a smooth onboarding process for new hires.
- Define, design and deliver candidate attraction and sourcing strategies, focusing on direct sourcing and leveraging the businesses networks to attract and hire the best talent as well as generating candidate pools and pipelines.
- Manage the internal applicant process as well as the employee referral process to ensure a consistent and positive experience, including screening inbound applications, considering suitability across multiple roles as well as alignment to the XMA Values.
- Plan and attend a calendar of recruitment events; including Job Fairs, Careers Fairs, open offices etc.
- Manage the recruitment workload, including creating candidate short lists, creating engaging adverts for roles and publishing across all platforms, scheduling interviews and other recruitment related activities.
- Work collaboratively with the HR and Talent & Development teams to ensure a first-class onboarding process, support the high-performance matrix and succession plans, as well as supporting any redeployment activities.
- Ensure consistent communication regarding recruiting efforts by providing status updates to all stakeholders through meetings, email updates, and reports.
- In conjunction with the HR Manager, L&D Manager and Head of Marketing, develop XMA's employer branding and digital media identity.
- Support the development, implementation, training and use of the new platform for recruitment and onboarding.
- Deliver results through productivity/quality KPIs, creating detailed relevant reports with analysis and present information to Senior Directors, HR and L&D.
- Provide advice on ways to improve recruiting procedures including training recommendations.
- Manage the PSL relationships, ensuring high quality partnerships and excellent ROI on any agency spend.
- Support wider HR initiatives and agenda, including Wellbeing and Benefits.
- A brand ambassador, championing the business and company values within all aspects of recruitment.

### Is this the role for you?

- Thorough understanding of recruitment processes and strategies and solid understanding of the employment marketplace and trends in recruiting strategies.
- Previous experience of direct sourcing and full life cycle recruiting.
- Excellent phone etiquette and demonstrates strong writing skills.
- Proficient in the use of CV databases and LinkedIn for sourcing.
- Able to communicate at all levels, articulate issues with clarity and affect change.
- Motivated and proactive, able to work under pressure both independently and as part of a team.
- Able to challenge existing practices and make recommendations to improve activity.
- Excellent interpersonal skills with an ability to develop good rapport and strong business relationships.
- Highly organised, able to identify priorities and manage a high workload effectively.
- An innovative and creative thinker, able to continuously evolve our recruitment strategies.
- Excellent customer service skills with the ability to be assertive when needed.
- Experience working with a HR system, ideally SAP Success Factors
- A willingness to travel to offices and events across the UK.

### About XMA

Our purpose is simple is to deliver IT solutions which exceed expectations, enabling customers to evolve and transform the way they work. By understanding customer goals and expectations, we apply the right balance of compute, data centre and print technologies, to empower connectivity, mobility, security and collaboration across the whole of the private and public sector. We're passionate about delivering an outstanding customer experience. Trusted by some of the largest organisations in the UK, we put our customers at the heart of all that we do.