

# Job Description

Job title	Talent Co-ordinator	October 2022
Reports to (title)	Talent Business Partner	
Contract/Department	Recruitment	Revision 1
Location	Eastleigh	

## Job purpose

- To support the Talent Business Partner and Head of Talent in executing the recruitment strategy across the organisation
- To be recognised as a Subject Matter Expert (SME) for all Soft Services recruitment across a range of contracts throughout the UK.

## Duties/responsibilities/accountabilities/deliverables

- Act as a key advisor to EMCOR UK's hiring manager population, ensuring the recruitment process is aligned with business needs, establishing a close relationship with all key stakeholders across the business at varying levels
- Ensure that all Hiring Managers are aware of the process for recruiting new internal and external employees and that the Recruitment Department is the single point of contact for all recruitment requests
- Ensure that all headcount requests and offers of employment are correct and approved in conjunction with the authority sign off matrix and grading structure
- Ensure strong relationships are developed with the PSL of agencies, giving them a thorough understanding of the process for recruiting new employees
- Collaborate with the Talent Business Partner and HR community on internal resource to enhance talent management or redeployment
- Providing an onsite presence to further build on relationships and improve site awareness
- Attending management meetings on site as the representative for recruitment to discuss talent mapping, recruitment campaigns and methods of talent attraction
- Suggest new ways for Hiring Managers to assess candidates, such as ability tests, open days, assessment centres
- Support Hiring Managers at interview stage ensuring competency based questions are asked in line with the competency framework
- Conduct telephone interviews as part of the candidate sifting process
- Utilising alternative recruitment methods and non agency recruitment channels to reduce recruitment agency reliance
- Building a talent pipeline through direct sourcing, networking and referrals
- CV sifting on all vacancies to ensure only a short list of suitable CV's are submitted to the Hiring Manager for review
- Support on Social Value and ED&I Strategies within the recruitment process
- Actively participates in social networking (Facebook, LinkedIn, Twitter, ) to generate leads
- Develops expertise in understanding each assignment, including skills required of the role, relevant technologies, necessary degrees, key words and search parameters
- Develop and maintain a continually stocked pipeline of quality talent through various methods, including, but not limited to, networking within the community, contacting and/or visiting local schools, meeting with full-time recruitment agencies, attending local job fairs and fostering continued contact with quality candidates who may qualify for future positions with EMCOR UK

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- Salary Benchmark roles, reporting to the Talent Business Partner of market rates

## Resource responsibilities

None

## Person specification

- Extensive experience within a 360 recruiter role
- Extensive experience of volume recruitment desirable
- Experience in designing and running assessment centres highly desirable
- Knowledge of E-recruitment
- Proven experience of managing the entire recruitment lifecycle
- Previous experience of arranging and monitoring secondments or redeployment of staff an advantage
- Extensive experience of short-listing applications for employment
- Extensive experience of both face to face and telephone interviews
- High degree of proficiency with Word, Excel and Power Point

### Personal Qualities:

- Good communication skills and resilience under pressure
- A data driven mindset to market / salary map as well as reporting on role performance and trends
- Ability to build strong working relationship with internal and external stakeholders and external
- Has sufficient tenacity and determination to manage the internal customer
- Self-starter and able to grasp/support change processes
- Valid full driving licence

## Other factors relevant to the job

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	