

**JOB DESCRIPTION**

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| **Job Title** | **Talent Acquisition (TA) Partner**  |
| **School /Service** | **People & Culture (HR)**  |
| **Grade**  | **H** |
| **Location and Hybrid working status** | **Docklands**  |
| **Reporting to** | **Associate Director P&C Talent Acquisition**  |
| **Line management for**  | **Dotted line for TA admin team.** |
| **Key working relationships: Internal**  | **TA and P&C Team, UEL wide.** |
| **Key working relationships: External**  | **Candidates, External agencies and other suppliers.** |
| **Contract type/ Hours**  | **Full time, 12m Fixed Term Contract.**  |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**BRIEF OVERVIEW OF PEOPLE AND CULTURE:**

People and Culture has completed a strategic review of the function since 2023 – it is now a new team dedicated to providing an outstanding service to enable the University to deliver [Vision 2028](https://www.uel.ac.uk/about/vision-2028). The four strategic pillars for our function are: delivering the right people, in the right place, at the right time; developing skills for the 4.0 economy; building a supportive, high-performance culture; and developing the most welcoming, engaging and healthy university in the UK. These are big ambitions, and we have made great progress on the journey to deliver these ambitious goals for UEL.

**BRIEF OVERVIEW OF THE TA TEAM**

The Talent Acquisition team deliver bespoke services to support staff with all aspects of inclusive resourcing practices. Our team ensures your hiring process is inclusive and effective to help you attract a diverse range of suitable candidates. We source a diverse range of talented people and nurture internal talent so that we can get the best people to join your team.

Our team provides advice and support on all aspects of the recruitment process, from designing job descriptions to advertising, selection, assessment centres, and interviews. We assist you in making offers to your preferred candidate, offering guidance on starting salaries and handling counteroffers and negotiations

**JOB PURPOSE**

The **Talent Acquisition Partner** works closely with Associate Director of Talent Acquisition, P&C Business Partners and Hiring Managers to implement the UEL Talent Acquisition Strategy. The TA function is tasked with identifying, sourcing, pre-assessing, and hiring talent for current and future roles, ensuring a constant talent pipeline for the organisation.

The Talent Acquisition Partner is a change agent for conceptualising and driving a new wave of proactive talent sourcing, sharing new practices and behaviours among the People & Culture community, ensuring a strategic approach to anticipating & filling staffing needs.

The Talent Acquisition Partner acts as a UEL **Ambassador**, guiding the candidate experience and ensures we have a rich candidate pipeline to continuously support the business vision and strategy.

**KEY DUTIES AND RESPONSIBILITIES**

* Works with hiring managers to create role profiles, screening, assessment and other tools and resources necessary to execute the TA strategy.
* Manages/oversees the entire life cycle of the recruiting process for assigned job openings:
	+ Partners with hiring managers to establish overall recruiting strategies for searches.
	+ Sources candidates based upon a broad-based resourcing strategy with a focus on direct sourcing.
	+ Screens candidates against specific selection criteria, completes written evaluations and shares with hiring team.
	+ Manages the interview process, ensuring that the hiring team is properly prepared, and candidates are comprehensively evaluated as well as “sold” on the opportunity.
	+ Conducts competency-based interviews and makes objective and justified hiring recommendations as and where required.
	+ Helps develop and administer appropriate job-based selection exercises.
	+ Manages candidates through the process, ensuring an outstanding candidate experience.
	+ Develops competitive offers, manages offer extension and effectively closes candidates.
	+ Ensures that new hires are properly on-boarded.
* Champions, supports, and embed UEL talent acquisition approaches and tools.
* Maintains a pipeline of both active and passive candidates by engaging with a variety of sourcing channels (i.e., LinkedIn, Employee Referrals, Networking, social media, Career Page, Job Boards, etc.).
* Utilises different approaches/strategies to nurture partnerships with active and passive candidates to support the workforce planning for the University.
* Contributes to the creation of employment value propositions, brochures, and other marketing materials for the businesses in the regional segment.
* Supports graduate and apprenticeship recruitment.
* Support the development and continuous improvement of internal mobility initiatives, including the promotion and optimisation of the University’s Talent Bank, to support career progression and internal talent pipelines.
* Support the design, delivery and evaluation of the Recruitment and Selection training for hiring managers and relevant stakeholders to ensure consistency, legal compliance, and best practice in all recruitment activity.
* Provides dotted line leadership and operational oversight to the TA Support team, ensuring effective workflow coordination, performance monitoring, and alignment with wider TA objectives.
* Oversees the management of PSL and external recruitment suppliers, ensuring robust governance, , and adherence to university procurement policies and standards.
* Oversee the IR35 process to ensure compliance with relevant legislation, while ensuring that UEL applies this framework appropriately as one of several strategic tools for effective talent acquisition
* Produces and analyses MI reports to inform continuous improvement, support evidence-based decision-making, and ensure stakeholder needs and satisfaction levels are consistently met.

The duties and responsibilities outlined above provide a general overview of the range of tasks that a **Talent Acquisition Partner** at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential  | Desirable | Criteria assessed by |
| *CIPD Level 5 qualified, or equivalent relevant experience.* | **[x]**  | **[ ]**  | **A/C** |
| Experience/Knowledge |  |  |  |
| *Subject matter expert in talent acquisition, with in-depth knowledge of the full talent lifecycle, including sourcing strategies, selection methodologies, internal mobility, compliance (e.g. IR35), and best practice frameworks.* | **[x]**  | **[ ]**  | **A/I** |
| *Strong understanding and hands-on experience in managing and implementing IR35 compliance frameworks.* | **[x]**  | **[ ]**  | **A/I** |
| *Solid knowledge of employment law relevant to talent acquisition practices.* | **[x]**  | **[ ]**  | **A/I** |
| *Proven track record of delivering talent acquisition services within large, complex organisations (1,000+ employees).* | **[x]**  | **[ ]**  | **A/I** |
| *Evidence of ongoing professional development or extensive relevant experience in a comparable role.* | **[ ]**  | **[x]**  | **A/C/I** |
| *Experience of working in Higher Education sector (or engaging with) private/ public sector industry/ government/ business services.*  | **[ ]**  | **[x]**  | **A/I** |
| *Knowledge of current policy developments in Higher Education and their implications.* | **[ ]**  | **[x]**  | **I** |
| Skills/Abilities |  |  |  |
| *Demonstrated experience in drafting and producing employment contracts* | **[x]**  | **[ ]**  | **I** |
| *Proven ability to design and implement pragmatic, innovative talent solutions in a dynamic and evolving environment.*  | **[x]**  | **[ ]**  | **A/I** |
| *Strong understanding of team dynamics, operational processes, and supplier governance, including managing Preferred Supplier Lists and external recruitment partners.* | **[x]**  | **[ ]**  | **A/I** |
| *Considerable experience and familiarity with ATS (Applicant Tracking Systems), LinkedIn Recruiter, job boards, and other sourcing tools.* | **[x]**  | **[ ]**  | **A/I** |
| *Excellent working knowledge of MS Office* | **[x]**  | **[ ]**  | **A/I** |
| *Demonstrated experience in providing line leadership, including coordinating workflows, monitoring performance, and aligning team operations with wider TA objectives.* | **[x]**  | **[ ]**  | **A/I** |
| *Skilled in producing, analysing, and applying Management Information to support evidence-based decision-making and drive continuous improvement.* | **[x]**  | **[ ]**  | **A/I** |
| *Excellent stakeholder engagement and partnering skills, with the ability to build trusted relationships, influence outcomes, and collaborate effectively at all levels.* | **[x]**  | **[ ]**  | **A/I** |
| *Strong written and verbal communication skills, with the ability to convey complex information clearly and professionally.* | **[x]**  | **[ ]**  | **A/I** |
| *Highly organised, detail-focused, and adaptable, with strong project management capabilities.* | **[x]**  | **[ ]**  | **A/I** |
| *Resilient, tenacious, and delivery-focused, with a proactive approach to problem-solving and continuous improvement.* | **[x]**  | **[ ]**  | **A/I** |
| *Flexible and collaborative, able to work seamlessly across People & Culture functions and with wider business areas to support strategic goals.* | **[x]**  | **[ ]**  | **A/I** |
| *Flexible, able to turn their hand to other related disciplines – e.g., social media, assessments, training events.* | **[ ]**  | **[x]**  | **A/I** |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

 Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.