



Job Description

Job title:	Talent Resourcing Partner
Regional areas:	North
Location:	Hybrid - Based in our Regional Office at Unity City Academy two days a week, with home working and travel to our Head Office in London as required
Hours of work:	37
Reports to:	Head of Resourcing and Apprenticeships

Purpose of the Role:

To work in partnership with all areas of the Trust to provide strategic oversight, specialist support, establish advisory relationships that enable us to attract, recruit and retain the best talent.

As well as supporting academy recruitment needs as required, you will work closely with the Head of Resourcing and Apprentice to develop strategy, cultivation and outreach activities that establish a strong employer brand and relationships with key external partners.

Responsibilities:

- Act as the face of resourcing for the regional areas and support the academies to manage and coordinate the recruitment and selection process working closely with the HR team ensuring excellent communications, preparation and offer management.
- Build robust and well managed talent pipelines, allowing a swift and planned response to hiring needs.
- Support the academies and relevant Central team in the delivery of a compelling advertising and marketing strategy for candidates at all levels to ensure that the AET employer brand continues to attract high calibre applicants through press, job boards, websites, and social media.
- Work collaboratively with the Principals to create breakthrough thinking on talent attraction/retention/development.
- In collaboration with the Regional HR Business Partners identify business area demand requirements and develop strategic plans to support resource and future talent.
- Deliver an effective search strategy which delivers high quality candidates.
- Act as a brand ambassador across social channels to build engagement and maintain our reputation as an employer of choice.
- Build long-term partnerships with key stakeholders and recruitment partners for e.g. HEIs, Teach First and other external stakeholders.
- Support the key stakeholders within the academies in delivering a schedule of events and conferences, ensuring a robust talent pipeline.
- In liaison with the HR Business Partners provide regular progress reports to the Head of Resourcing and Apprenticeships on talent pipelines, succession planning, talent management, recruitment costs and search activity.
- Deliver timely and accurate data and MI relating to all hiring activities.



- Work collaboratively with the Education team and the HR Business Partners to ensure an effective employee life cycle.
- Promote equal opportunities and diversity in recruitment policy and practice.
- The post-holder is also required to undertake such other duties and training as may be required provided that they are consistent with the nature of the post.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Chief Executive.
5. There may be occasions when it will be necessary to cover other administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion





At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: Talent Resourcing Partner

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE Maths and English Grades A-C or equivalent or relevant experience 2 A Levels or equivalent Level 3 qualification 	<ul style="list-style-type: none"> Trained as a SHL level 2 test user (formerly level A & B)
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Substantial in house multi-site recruitment experience Proven track record of developing and implementing effective candidate attraction strategies including for hard to fill roles Experience in Employer Brand activity Good working knowledge of digital channel strategies Experience recruiting through social media Practical knowledge of recruitment systems and databases In-depth understanding of current legislation surrounding recruitment, advertising and equality, diversity and inclusion In-depth understanding of Data Protection legislation 	<ul style="list-style-type: none"> Education experience Experience of Recruitment in a unionised environment Training experience Job evaluation using Hay and NJC schemes
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> n/a





	Forward and strategic planning	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a
	Abilities	<ul style="list-style-type: none"> • Excellent planning and prioritisation with the ability to pivot, and be agile to changing needs • Clear ability to 'sell' career opportunities to prospective candidates including those who might not necessarily be looking to change roles through a range of search and outreach activities • Strong communication and interpersonal skills, comfortable and confident working with internal and external stakeholders at all levels • Ability to interpret and analyse data • Ability to work independently using own initiative and part of a team • Self-aware • Ability to produce accurate correspondence and identify errors • Ability to remain calm under pressure and in demanding situations 	<ul style="list-style-type: none"> • Ability to work with Google
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Drive and enthusiasm for promoting the Trust and sourcing candidates of the highest quality; a natural networker • Professional integrity and resilience 	<ul style="list-style-type: none"> • n/a





		<ul style="list-style-type: none">• Responds well to a challenging environment• Commitment to providing the highest standards of customer service	
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	<ul style="list-style-type: none">• n/a
Special Requirements		<ul style="list-style-type: none">• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check• Right to work in the UK• Evidence of a commitment to promoting the welfare and safeguarding of children and young people• Ability to travel as required	<ul style="list-style-type: none">• n/a