

Our story that starts with you.

Be the change.

Be the Author.

Job title: Talent Acquisition Specialist

Reports to: Talent Acquisition Manager – Consultancy & Technology

Location: Leicester

# Be the person we need.

## Your purpose

To facilitate our continued growth, we are looking for an exceptionally organised and highly self-motivated individual to join our Talent Acquisition team to support on-going recruitment activities across Bellrock Group.

# Your primary responsibility will be to lead ongoing talent attraction activities for our Technology division, encompassing a wide range of professional and technical roles relating to technology and the built environment. This includes both volume recruitment, headhunting and external agency management.

Working closely with and assisting the Talent Acquisition Management with recruitment for the Bellrock Group and providing effective communication between line managers, candidates and external suppliers.

# Be someone who makes it happen.

## What you’re responsible for

* Work closely with the internal departments to execute recruitment campaigns across dedicated area.
* Collaboration with Hiring Managers. Partner with Divisional MDs and hiring managers to understand their specific talent needs and requirements. Provide regular updates on candidate progress and collaborate on refining job specifications.
* Work close with internal HR colleagues to understand and support talent acquisition needs.
* Support hiring managers with the full recruitment process: preparing, sourcing, screening, selecting, hiring and onboarding.
* Utilising internal applicant tracking system, posting job vacancies internally and externally on a variety of Job Boards and managing the recruitment campaign effectively.
* Initial screening of applicants: first stage phone interview and facilitating multi diary management and interview arrangement.
* Use a head-hunting recruitment approach to resource candidates for the existing recruitment campaigns as well as to build a talent pool.
* Monitor a recruitment mailbox and ad response daily.
* Notify candidates of their interview outcome and provide feedback as and when required.
* Assisting line managers with interviews as and when required and preparing competency based qualifying interview templates.
* Perform pre-employment and compliance checks in line with internal policy and relevant legislation/regulatory requirements.
* Conduct periodic benchmarking against comparable external roles and salaries.
* The post holder may be required to undertake any other HR / Recruitment duties which may reasonably be required within the nature of their duties and responsibilities.

# Be one of a kind.

## Your knowledge, skills and qualifications

* Proven experience as a Recruiter, Talent Resourcer or similar role.
* Previous experience in either agency or in-house recruitment, with a specialised focus on Tech roles (preferred).
* In-depth knowledge of recruitment practices, employment legislation, and industry trends.
* Demonstrated ability to develop and implement successful recruitment strategies.
* Proficiency in advanced web searching and prior experience with ATS/CRM systems.
* Extensive experience in Right to Work Regulations and AWR.
* Experienced in both temporary and permanent recruitment.
* A genuine passion for resourcing, combined with a mastery of headhunting techniques that extend beyond conventional platforms like LinkedIn.
* An innate ability to efficiently manage multiple recruitment requirements with agility.

# Be the perfect fit.

## Your core qualities and attributes

* Excellent Communication and interpersonal skills
* Excellent Customer Service skills
* Ability to build relationships and work with all levels of management.
* Excellent IT skills including a good working knowledge of advertising platforms such as LinkedIn, Indeed, CV Library, etc.
* Ability to multitask and ability to manage multi-diaries.
* Ability to prioritise workload and manage working time effectively.

# Employment acknowledgement

This job description is intended to describe the essential job functions of this position and is not intended to be an all-inclusive statement of job responsibilities.

I have read, understood and am able to perform the duties within the job description. I have received a copy of this form.

**Employee Name Date / /**

**Employee Signature**