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**Talent Acquisition Manager**

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| **Job level** | **Level 5** | **Reports to** | **Head of People Partnering** |
| **Directorate** | **People** | **Function** | **Human Resources** |
| **Contract**  | **Permanent**  | **Location** | **Regent’s Park**  |

**Responsibility for resources**

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| **Direct line reports** | **2** | **Responsibility for other resources** | **Confidentiality of candidate data** |
| **Financial resources** | **100k** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The Talent Acquisition Manager leads ZSL’s recruitment team, ensuring ZSL meets its long-term talent needs through proactive resourcing, strategic planning, and a focus on diversity, equity, and inclusion. This role is responsible for our applicant tracking system, developing and implementing talent acquisition strategies across all recruitment phases, enhancing ZSL's talent brand, and embedding best practices in hiring to meet organisational goals.

**Key responsibilities**

**Inclusive recruitment**

* Use data-driven insights to evaluate and enhance recruitment practices, embedding EDI-focused interventions that ensure equitable hiring processes and inclusive outcomes across all candidate touchpoints.
* Drive initiatives that expand access to diverse talent pools, ensuring representation and inclusivity at all stages of the recruitment lifecycle.
* Manage ZSL’s Home Office sponsorship license, providing strategic guidance to hiring managers on compliance and international hiring, and creating a seamless onboarding journey for sponsored staff.
* Design and manage inclusive talent pipelines, including the creation of strategic talent pools for annual recruitment cycles, and lead resourcing plans for seasonal and cyclical hiring in partnership with Senior HR Business Partners and Early Careers Manager.

**Talent Acquisition**

* Provide day-to-day support to recruiting managers on timelines, role scoping, and recruitment administration when necessary to ensure alignment with strategic goals and a positive candidate experience.
* Lead the development and execution of organisation-wide talent strategies, employer branding, attraction, candidate experience, and selection to meet the organization’s current and future needs.
* Develop and deliver a comprehensive recruitment training programme to equip hiring managers with skills and knowledge to ensure an efficient, consistent, and positive experience for all stakeholders involved in the talent acquisition process.
* Strengthen direct sourcing methods, driving down third-party spend while maintaining quality of hire and time-to-hire standards
* Collaborate with department leaders and Senior HR Business Partners to diagnose and address hiring needs for high-impact and hard-to-fill roles, developing proactive recruitment solutions, training and development to minimise time-to-hire.

**Data, insight and systems**

* Manage the recruitment system, ensuring its effective use across all hiring processes and driving continuous improvements for a seamless candidate and hiring manager experience
* Collaborate with the HR Systems and Data Officer to optimise the ZSL applicant tracking system (Eploy), driving forward system improvements, and leveraging recruitment data for enhanced decision-making and reporting.
* Analyse recruitment data to identify cost-saving opportunities and reduce dependency on third-party recruitment agencies. The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

**Values and behaviours for people management**

* **Collaborative:** creates an engaging environment where people feel comfortable asking for help or support
* **Ethical:** creates a culture which ensures everyone is treated fairly with dignity and respect
* **Impactful:** delivers results on time and to the agreed standards
* **Inclusive:** makes decisions that promote transparency and inclusion
* **Innovative:** is forward thinking and able to see the broader picture when planning and organising work
* **Inspiring:** has self-awareness and seeks feedback to better understand own style, approach and impact on team/staff motivation

**Person Specification**

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| Experience |
| Essential | * Proven track record in embedding EDI-focused recruitment practices to drive equitable hiring outcomes and support diverse talent pools.
* Demonstrated success in managing the recruitment lifecycle, from candidate attraction to selection, with experience in direct sourcing and talent pipeline development to minimize agency dependency.
* Experience working with applicant tracking systems to drive process improvements and streamline recruitment workflows.
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| Desirable  | * Experience of managing and developing in-house recruitment teams
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| Knowledge and skills |
| Essential | * Strong understanding of equitable recruitment practices and the ability to design and implement EDI initiatives that support diverse, inclusive hiring.
* Ability to advise and support hiring managers on best practices in recruitment, ensuring a positive and consistent candidate experience.
* Proficiency in analysing recruitment metrics and data to inform decisions, identify efficiencies, and track recruitment performance.
* Excellent interpersonal and communication skills, with the ability to engage, influence, and partner effectively with senior leaders and stakeholders across the organization.
* Skilled in training, coaching and developing hiring managers in recruitment best practices and compliance with UK Employment Law.
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| Desirable | * Knowledgeable in managing Home Office sponsorship licenses and compliance, with experience overseeing the recruitment and onboarding of international talent.
* Advanced skills in using MS office packages, specifically Excel and PowerPoint or equivalent software packages will be acceptable.
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| Additional requirements |
| Essential | * This role offers a hybrid work arrangement, with two days per week in the office and the remainder from home.
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