



FORWARD EMPHASIS INTERNATIONAL Job Specification			
Job Title:	Talent Acquisition Lead	Job Category:	Talent Acquisition Lead
Department/Group:	Recruitment	Job No:	
Location:	Malin Head, Co. Donegal	Travel Required:	Hybrid Position
Level/Salary Range:	On application	Position Type:	Full time - Permanent
Applications Accepted By:			
CONTACT: @: recruitment@forwardemphasis.ie t: (074) 93-87000		MAIL: Malmar House Malin Head, Co. Donegal, Ireland	
JOB SPECIFICATION			
ROLE BRIEF <p>To lead all Talent acquisition activities across FEI. Building on a strong foundation of internal and external recruitment processes you will deliver a professional and best practice service to the business. Develop and review recruitment, selection and talent management policies and procedures in line with best practice and current legislation and establish effective working practices in onboarding and talent attraction activities.</p> <p>As our Talent Acquisition Lead, we expect you to be experienced in high volume, full-cycle recruiting and employment branding. You should have a sharp eye for talented people and a steady commitment to help them find success in our company. Working with the business you will be a key stakeholder in the workforce planning process, inputting to drive efficiency and on time recruitment.</p> <p>We are looking for someone with the experience to help our company find and retain excellent employees. You will be entrusted with an ongoing quest to discover talent, build a strong employment brand and ensure great relationships with both candidates and employees.</p>			
ROLE RESPONSIBILITIES			
<ul style="list-style-type: none">▪ Manage and Set standards for FEI recruitment activity via the development and implementation of the people resourcing strategy.▪ Lead employment branding initiatives. Nurture and grow our strong employer brand to attract the right candidates, ensuring good relationships with all internal stakeholders.▪ Accountable for all Recruitment budgets and metrics, creating reports and identify areas of improvement.			





- Responsible for steps to ensure positive candidate experience, full life cycle. Proactively collaborating with key stakeholders such as L&D and HR to ensure best practice and best in class onboarding and induction experience for all. Develop and agree SLAs and KPIs for all stakeholders.
- Proactively lead the team in building applicant pipelines to reduce time-to-hire and increase quality of hire to meet current and future business needs. Maintain relationships with past candidates for future opportunities, producing and agreeing candidate panel strategies.
- Collaborate with Operational teams to develop and maintain a workforce planning processes to accurately predict workforce needs and requirements. Monitor and analysis recruitment activities and headcount changes to aid budgeting and business decisions.
- Gathering and reporting on market intelligence, skills landscape and remuneration packages.

PERSON SPECIFICATION

ESSENTIAL SKILLS

- Bachelor's degree in a relevant discipline
- Evidence of continued professional development
- 2+ Years experience in Recruitment and HR desirable
- Proven track record in sourcing tools and technologies
- Employer brand expertise
- Recruitment Legislation experience, Ireland desirable
- Industry mapping working knowledge and execution
- Workforce planning strategies experience desirable
- Experience in high volume, full-cycle recruiting, sourcing and employment branding desirable
- Understanding of all selection methods and techniques
- Proficient in the use of social media and job boards
- Willingness to understand the duties and competencies of different roles
- Working knowledge of Applicant Tracking Systems (ATS)

BENEFITS:

- Flexible work from home arrangements
- Incentives and bonus pay
- Insurance discounts
- Employee referral schemes

