

## Role Profile

The Role			
<b>Role:</b>	Talent Acquisition Manager	<b>Reporting to (Role):</b>	Head of Talent Acquisition
<b>State whether this is an Academy or National role?</b>	National	<b>Roles that typically report into this role:</b>	
<b>Location (including whether the role is remote, hybrid or fully office/academy based):</b>	Hybrid, London or regional office or Academy three days per week	<b>Working arrangements preferred:</b>	Mon – Fri Full time
<b>Disclosure Level:</b>	Enhanced		
<b>Safeguarding children and young people</b>	Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.		

<b>Role Purpose</b>	To drive the implementation of effective talent acquisition strategies for the recruitment of academy-based roles, ensuring that time-to-hire targets are managed and that high-quality talent pools are developed and maintained. To oversee the entire talent acquisition process, ensuring that managers and agencies are well-informed and actively involved, and that the candidate experience is exceptional.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Work with hiring managers to identify and prioritise role requirements, including the key attributes required to be successful in the role, creating an actionable plan to successfully complete the resourcing process.</li> <li>• Create engaging advertising copy, utilising relevant channels to attract a diverse and relevant candidate application pipeline.</li> <li>• Manage the end-to-end resourcing process using the Applicant Tracking System to oversee the talent pipeline, engage with line managers and external agencies, and efficiently track candidates through the vacancy process, including shortlisting, interviewing, and extending offers.</li> <li>• Develop and deliver high-quality guidance and training for hiring managers on the hiring process, sourcing, and selection in line with OCL resourcing guidelines.</li> <li>• Ensure an excellent candidate experience, continuously improving hiring processes and mechanisms to ensure compliant and effective ways of working, and the ability to build and manage diverse talent pools.</li> <li>• Collaborate with stakeholders, including candidates, People Managers, hiring managers, and external partners communicating effectively to keep all parties informed and engaged throughout the hiring process</li> </ul>

<b>Key Interfaces</b>	<ul style="list-style-type: none"> <li>• Principals and senior leaders</li> <li>• Hiring managers</li> <li>• Candidates</li> <li>• People team</li> <li>• IT and Finance teams</li> <li>• Employees</li> <li>• Agencies</li> <li>• External suppliers</li> </ul>
<b>The Person</b>	
<b>Qualifications</b>	GCSE or equivalent education with qualifications in Maths and English
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Proven track record in Talent Acquisition roles in fast-paced and complex organisations, managing a high volume of concurrent vacancies, preferably with experience in the education sector.</li> <li>• Ability to collaborate closely with key stakeholders to achieve outstanding outcomes and provide an exceptional candidate experience.</li> <li>• Experience in selecting, deploying, and managing successful recruitment campaigns utilising relevant and effective sourcing and talent pooling techniques and strategies for multiple concurrent scenarios, including job boards, LinkedIn, social channels, community initiatives, colleges, universities, and more.</li> <li>• Highly developed creative writing capabilities to translate job briefings and storytelling content into compelling, inspiring candidate-focused ad copy for multi-channel deployment.</li> <li>• Experience of working with customisable Applicant Tracking Systems with a particular focus on candidate experience and engagement.</li> <li>• Talent Pool creation and management experience in hard-to-fill categories and the ability to develop new ideas and ways of working to enable OCL to better compete for shortfalls in localised and national talent.</li> <li>• Ability to effectively communicate best practices and ways of working clearly and comprehensively to inform and guide hiring managers and colleagues.</li> <li>• Ability to simultaneously manage multiple recruitment campaigns at various stages, adjusting 'in-flight' to accommodate new requirements and short-notice demands while recognising the importance of timely and efficient delivery in a rapidly changing market.</li> <li>• Track record of delivering and exceeding targets, including time to hire, cost of hire, quality of hire, channel followership growth, brand engagement, and CSAT scores.</li> </ul>