

TALENT ACQUISITION OFFICER JOB DESCRIPTION

- **Career Family: People**
- **Reports To: Senior Talent Acquisition Partner**

PURPOSE OF ROLE

The Talent Acquisition Officer plays a pivotal role within Centrepont's Talent Acquisition team, leading the operational delivery of recruitment across the Housing Directorate and providing recruitment support to the wider organisation where required.

As the primary point of contact for Housing managers, the postholder will deliver a proactive, customer-focused recruitment service, building trusted relationships with stakeholders and providing practical advice throughout the recruitment lifecycle. The role is responsible for coordinating recruitment campaigns from vacancy approval through to onboarding, ensuring an excellent experience for hiring managers and candidates alike.

The Talent Acquisition Officer also leads Centrepont's Ofsted safer recruitment onboarding process, ensuring all pre-employment checks are completed in line with statutory guidance, organisational policy and safeguarding requirements before employment commences.

Working within a small but busy Talent Acquisition team, the postholder will be expected to work independently, manage competing priorities and continually look for opportunities to improve recruitment processes and service delivery.

KEY RESPONSIBILITIES

- Act as the primary recruitment contact for Housing managers, building positive working relationships and providing advice throughout the recruitment lifecycle.
- Coordinate recruitment campaigns from vacancy approval through to onboarding, including pre-employment checks such as DBS and references for all housing roles.
- Ensure candidates receive a positive, timely and professional recruitment experience throughout the recruitment journey.
- Publish and manage all Housing Directorate vacancies, ensuring adverts are engaging, accurate and advertised within agreed service standards.
- Support recruitment activity across the wider organisation where required.
- Coordinate shortlisting, interviews, assessments and offers, ensuring an excellent candidate and hiring manager experience.
- Maintain accurate recruitment records within the Applicant Tracking System and Ofsted trackers internally.
- Produce recruitment documentation including contracts, offer paperwork and onboarding communications.
- Maintain and continue to develop a talent pool within the Housing Directorate.

Stakeholder Management

- Maintain and develop trusted relationships with managers across the Housing Directorate.
- Provide practical, solution-focused advice on recruitment processes and recruitment challenges.
- Manage recruitment expectations and proactively engage with managers, communicating progress throughout campaigns.
- Support managers with drafting job descriptions, adverts and interview planning.
- Promote recruitment best practice and ensure compliance with organisational processes.

Ofsted Safer Recruitment

- Lead the completion of all safer recruitment checks for roles within Centrepoin't's Ofsted-regulated services.
- Ensure all pre-employment checks are completed before employment commences, including:
 - Enhanced DBS checks
 - Right to Work verification
 - Employment history verification
 - Reference checks
 - Qualification verification
 - Identity checks
 - Overseas checks where applicable
 - Professional registration checks where required
- Maintain accurate and auditable recruitment records in line with Ofsted expectations.
- Advise managers on safer recruitment requirements and escalate any compliance concerns.
- Support internal audits and external inspections relating to safer recruitment.
- Keep up to date with Ofsted regulatory changes as required

Continuous Improvement

- Identify opportunities to improve recruitment processes and candidate experience.
- Support the Senior Talent Acquisition Partner with recruitment projects and service improvements.
- Produce recruitment reports and management information.
- Contribute to employer branding and attraction initiatives.
- Work collaboratively across the wider People Team.

PERSON SPECIFICATION

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The Essential Requirements indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post.

The points detailed under Desirable Requirements are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

Knowledge and Skills	Requirement
Excellent organisational skills with the ability to prioritise competing deadlines.	Essential

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Strong stakeholder management and relationship-building skills.	Essential
Excellent written and verbal communication.	Essential
Ability to influence and confidently advise managers.	Essential
Strong attention to detail.	Essential
Ability to interpret recruitment policies and procedures.	Essential
Excellent customer service skills.	Essential
Ability to work independently whilst contributing positively to a small team.	Essential
Strong IT skills including ATS, Microsoft Office and HR systems.	Essential
Solution-focused with excellent problem-solving skills.	Essential
Ability to work flexibly to ensure deadlines are met.	Essential
Detailed understanding of safer recruitment principles and how they are applied in practice.	Essential
Knowledge of employment legislation, DBS and safeguarding processes.	Desirable
Experience	Requirement
Experience coordinating end-to-end recruitment activities.	Essential
Experience providing advice and support to hiring managers.	Essential
Experience managing multiple vacancies simultaneously.	Essential
Experience working in a fast-paced customer-focused environment.	Essential
Experience administering pre-employment checks.	Essential
Experience maintaining confidential records and handling sensitive information.	Essential

Knowledge and Skills	Requirement
Experience using Applicant Tracking Systems or HR systems.	Essential
Confidence to challenge and influence hiring managers appropriately to achieve positive recruitment outcomes.	Essential
Experience of recruiting colleagues under Ofsted safer recruitment processes.	Essential
Experience of working in a fast paced, high volume recruitment function.	Essential
Experience using Talos or similar ATS.	Essential
Experience within an in-house recruitment team.	Desirable
Experience supporting recruitment in Housing, Social Care or Charity sectors.	Desirable
Experience working within a regulated environment.	Desirable
Experience supporting recruitment process improvement.	Desirable

ROLE SPECIFIC BEHAVIOURS

Working Together: Builds trusted relationships with managers and colleagues, providing an excellent recruitment service through collaboration, communication and professionalism.

Learning Continually: Takes ownership of personal development, keeps up to date with recruitment legislation and safer recruitment requirements, and actively seeks opportunities to improve processes.

Engaging with Change: Responds positively to changing priorities, embraces new ways of working and contributes ideas that improve recruitment service delivery.

Understanding our Goals: Understands how effective recruitment supports Centrepont's mission and delivers a service that enables managers to recruit talented people who make a difference to young people's lives.

Accountability: Takes ownership of recruitment campaigns and compliance activity, ensuring work is completed accurately, professionally and in line with safeguarding and organisational requirements.

EQUAL OPPORTUNITIES

All employees have a legal and moral responsibility to ensure that Centrepont's workplace is free from discrimination, harassment and bullying.

WORKING WITH CENTREPOINT

The experience of homelessness and the circumstances that lead to homelessness are often traumatic. Because of this, Centrepoint staff experience challenging behaviour and will be expected to engage positively with this behaviour and work constructively with young people in order to understand and respond to this. Centrepoint is committed to working in a psychologically informed way. In line with this, we promote and support personal resilience through regular one-to-one supervisions, team reflective practice and the Employee Assistance Programme.

CENTREPOINT VALUES

All staff at Centrepoint are expected to work according to our six values. Below are some examples of the behaviours expected under each value. These will be assessed at interview and are included here to inform your expectations of the type of person we are looking for to join our organisation.

Integrity <i>We always put the good of young people and Centrepoint first</i> • We commit to living these values in our professional lives at Centrepoint • We work hard to build trust and productive relationships • We are honest and transparent • We confront issues early in a direct and constructive way	Energy <i>Be determined to do the best you can for the young people we support</i> • We act decisively, using our energy to deliver and exceed expectations • We understand our strengths and use them to strive for excellence • We have creative optimism and we embrace change and drive it • We have the courage and stamina to make tough decisions and see them through
Humility <i>Offer your support and be a helping hand to others</i> • We have empathy, sincerity and are servant-hearted in our approach • We are self-aware; continuously seeking to improve and we take full responsibility for our own development • We offer to help without hesitation and ask others for support when we need it	Entrepreneurship <i>Always think about how you can improve and make the work that you do better</i> • We are commercially aware and financially conscious • We communicate well and bring people with us • We know and understand our business and the impact of both internal and external forces • We always ask ourselves how it can be done better; we are more 'why not?' and have the flexibility to adapt
Accountability <i>Take personal ownership for your responsibilities</i> • We have a clear direction and are fully accountable for delivery in our area • We take personal responsibility to deliver and exceed expectations • We seek and gain the commitment of others; helping others to achieve what they need to do, by inspecting what we expect. • We celebrate success and reward the right behaviour at the right time; fully supporting the appropriate challenge of inappropriate workplace behaviours	Focus <i>Ensure you stay on top of your responsibilities whilst keeping our young people a priority</i> • We put young people at the heart of all we do • We are mindful of risk, seeking to be risk intelligent • We create a collaborative spirit where people are treated equally with respect • We focus relentlessly on results

