

<b>Job Title</b>	Talent Management Partner
<b>Reports To</b>	Head of Human Resources
<b>Job Location</b>	AgilityEco offices in either Aylesbury or Sutton with Hybrid working options available
<b>Remuneration</b>	£30,000- £35,000 depending on experience
<b>Hours</b>	37.5 hours per week. 23 days annual leave plus bank holidays
<b>Purpose Statement</b>	<p>AgilityEco is a fast-growing business that has established a leading position in the financing and delivery of energy efficiency and retrofit programmes. Our clients include many of the major energy supply companies, local authorities, housing associations and industry partners such as installers of low carbon heating, insulation and renewable energy technologies.</p> <p>The most important part of our business is our people and this role will play an integral part in ensuring that we can source the best people to be part of the AgilityEco journey.</p> <p>The Talent Management Partner will be part of a small HR team, working closely with our Head of Human Resources to support the delivery of our People Strategy and be passionate about attracting, sourcing and shortlisting excellent people for AgilityEco.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• <b>Driving the employee proposition</b> <ul style="list-style-type: none"> <li>• You will be responsible for developing and delivering the resourcing process, providing a fantastic candidate experience</li> <li>• Continuously developing and evolving our employee proposition including external benchmarking activities to help market AgilityEco and ensuring that we are an attractive employer</li> </ul> </li> <li>• <b>Owning the resourcing lifecycle</b> <ul style="list-style-type: none"> <li>• Understanding the roles within the business to develop attractive job descriptions and person specifications</li> <li>• Identifying and attracting talent, screening and shortlisting candidates</li> <li>• Applicant tracking and communication</li> <li>• Working with and coaching hiring managers to support them through the recruitment and induction process</li> <li>• Headhunting specialist and senior roles</li> <li>• Where applicable, managing relationships with external recruitment partners</li> <li>• Reviewing and developing current onboarding processes</li> <li>• Managing employee onboarding journey including the induction process and drafting employment contracts, new starter paper and Right to Work checks</li> <li>• Conducting exit interviews and providing analysis of the data</li> </ul> </li> <li>• <b>Driving the strategy</b> <ul style="list-style-type: none"> <li>• Supporting the Head of Human Resources in developing and delivering the ongoing L&amp;D strategy to ensure our team can continue to develop and grow</li> <li>• Supporting the Senior Leadership team with succession planning</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Supporting the HR team with Talent and Recruitment policy developments</li> </ul>
<b>Dimensions of Role</b>	The job holder will report directly to the Head of Human Resources and sit within the Human Resources Team
<b>Working Relationships</b>	The role will involve a close working relationships with hiring managers and senior leaders across the business
<b>Skills, Knowledge and Expertise</b>	
<b>Essential Knowledge and Qualifications</b>	<ul style="list-style-type: none"> <li>At least 2 years experience in talent acquisition</li> <li>Experience in Applicant Tracking Systems</li> <li>Ability to connect with a range of stakeholders and candidates</li> <li>Ability to analyse talent data to drive business decisions</li> <li>Ability to understand the differing complexities and skills required for each role</li> <li>Skilled in coaching others</li> <li>Experience using HR Management Systems</li> <li>Competent skills with Microsoft Office 360</li> </ul>
<b>Desirable skills and experience</b>	<ul style="list-style-type: none"> <li>Previous experience onboarding relevant systems</li> <li>HR generalist knowledge</li> <li>CIPD Qualified</li> <li>Energy Industry knowledge would be a plus</li> </ul>
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>Excellent communicator, both written and verbal</li> <li>Empathic and able to work with a high degree of confidentiality and integrity</li> <li>Capable of driving the talent management strategy</li> <li>Passionate about change and improvements to improve the employee and candidate experience</li> <li>Self-starter</li> <li>Understands the importance and benefits of a diverse workforce and committed to providing equal opportunities</li> <li>Passionate about developing themselves</li> </ul> <p><b>AgilityEco is an equal opportunities employer, we value diversity and individuality and welcome applicants from all backgrounds and communities.</b></p>