

Job title: Talent Coordinator

Line manager: Onboarding Team Leader

Grade (if applicable): 4

Direct reports:



Role purpose:

The primary responsibility for this role is to provide administrative support to the Talent Team, and onboarding processes throughout the business.

Key results:

- Supporting the coordination of a seamless end to end recruitment service, from the requisition of new vacancies to handover of successful candidate details to the People Team.
- Support the Talent Specialist with advert copy, and work with Talent Specialists to produce final drafts, and advertise roles on the Peabody website and other media channels.
- Proactively manage and enhance the candidate experience at all stages of the process.
- Complete the onboarding process :-including but not limited to, reference and right to work UK checks, DBS checks and induction. Follow up with candidates as appropriate to ensure resolution of missing/incomplete employee data.
- Manage and maintain Networkx, the applicant tracking system.
- Own the vacancy/onboarding tracker ensuring it is always up to date in all appropriate places.
- Ensure role profiles are listed in the appropriate places, internally and externally, and removed as appropriate.
- Monitor the Recruitment Inbox, responding to applications (reject/filled vacancies) and ensuring a positive experience for all interested applicant.
- Manage the interview process i.e. schedule interviews, assessment centres, Teams virtual meetings, ensuring all parties have all relevant information in good time.
- Ensure managers have all the relevant information provided for interview.
- Raise PO's and ensure all invoices are received, collated, logged and sent to Finance within appropriate timeframe.
- Create the contracts of employment and offer letter in line with onboarding process with all appropriate documentation and liaise with candidate if there are questions arising.
- Ensure future colleagues receive all relevant onboarding documentation and manage subsequent return of information in good time.
- Initiate and manage the new joiner referencing process keeping Talent Specialists informed of any issues.
- Liaise with all internal teams as needed to ensure Day One runs smoothly, meetings are diarised.

About you:

- Able to work collaboratively with all parts of the business, knowing when to support, and when to push back and hold the line.
- Good understanding and experience of key legal requirements relating to legislation particularly with regards to discrimination and immigration regulations.
- Be a truly collaborative team player who thrives on working in a busy and fast-paced environment.
- With highly tuned administration skills, you'll be used to independently managing high volumes of information and data, co-ordinating of a range of activities, and putting into place the systems and processes to ensure the smooth day to day running of the team.
- Ideally have some experience of recruitment administration (including recruitment software) or certainly with existing IT skills and a keen interest in developing your knowledge and skills in this area.

Version Date:

Signed off by:

- Superbly organised with the flexibility to manage shifting priorities in a deadline driven and often reactive environment (and remain calm and focused under pressure!).
- Be a confident communicator – with the ability to liaise brilliantly with candidates, suppliers and managers and present a positive, professional and effective front of house service.
- Equally you'll be a competent writer, able to produce clear, concise and engaging advert copy and communications.