



Talent Acquisition Partner

Job Description

Who We're Looking For

This role is a key member of the Human Resources (HR) team and reports to the Senior HR Business Partner. You will be a strategic advisor and a true partner to the business providing expert advice on all internal recruitment requirements and having responsibility for the sourcing, attracting, interviewing, hiring and onboarding employees into the Company.

Our People play a huge role in our future success and this role is key in promoting the Company brand through recruitment initiatives and events to find the most suitable person for the job.

About Benchmark Capital

Benchmark Capital powers financial advisers through insight and integrated tools, services and investment solutions that help them differentiate their client proposition.

Helping advisers to look after their clients is at the centre of everything we do. Our award-winning solutions support over 1600 advisers with £17.5 billion of assets under advice¹

With a technology-led ecosystem of regulatory, platform, and investment services, and our own financial planning business, our approach is guided by delivering safety and security for customers and focused on positive client outcomes.

We believe that first-class client service and integrated technology are essential components for long-term success. Our seamless, holistic approach works in harmony both to empower advisers and their clients and to generate tangible financial and competitive advantages.

We work with some of the most successful financial planning firms in the UK, bringing the power of technology to advice and wealth management

¹As at 31.03.21

The base

You'll be based at our Broadlands Business Campus near Horsham in West Sussex. It has high standards and international reputation, without being in the city: a big, countryside campus means life will feel a little different.

We support our offices by using cutting edge software and hardware and our spacious campus facilities mean there's a great working environment for the team. With an on-site restaurant, coffee shop and gym, our campus has much to offer. And commuters can relax on our dedicated regular shuttle bus to and from Horsham's main line train station.

We know that helping you balance personal and professional commitments is a big part of that, so we're open to flexible working. Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need.

What You'll Do

- Working with line managers to ensure that recruitment against budget is on target and allows sufficient planning and implementation time
- Discuss with hiring managers prior to the selection process commencing, ensuring a fair and consistent process is followed and accurate selection records are kept
- Ensuring diversity and inclusion is considered and intrinsically woven throughout all recruitment activities
- Work closely with direct recruitment partners including job sites, search engine providers and LinkedIn to ensure the most effective services are being provided
- Work closely with recruitment agencies to ensure maximum cost control and cost benefit and assist with review of annual PSL
- Manage the end-to-end recruitment process effectively for all the Company's staffing requirements, both short and long term
- Work with Marketing to identify the most effective mediums for advertising and sourcing candidates including attendance at careers fairs and events
- Ensure candidates that are successful are managed into the business by maintaining a positive level of communication
- Ensure applicants details are accurately recorded, and manage the offer process including the processing of the employment contracts
- Managing all data and analytics around the recruitment activity, maintaining regular reports to influence decision making
- Where appropriate and working alongside L&D, coach line managers and employees in Recruitment Policy and Practices and provide expert advice in the application of Recruitment Policy and people management practices, ensuring procedures are followed and risks to the business are minimised
- Ensure managers are up to date with our ATS and use the system to raise and manage vacancies appropriately
- Devise and implement sourcing strategies to build pipelines of potential applicants

The Knowledge, Experience and Qualifications You Need

- Demonstrable experience in Internal talent acquisition
- Experience leading strategic recruitment decisions
- Demonstrate an understanding of the financial services sector and appropriate regulatory environments
- CIPD qualified (or recruitment equivalent)
- Commercially and customer focused
- A confidential and professional approach is essential and can demonstrate integrity and respect
- Familiar with social media, C.V. databases, and professional networks for recruiting purposes
- Experience with full cycle recruiting, using various interview techniques and evaluation methods
- Knowledge of Applicant Tracking Systems
- Experienced in proactively sourcing candidates
- A keen understanding of the requirements for each role in the company
- Proficiency in documenting processes and keeping up with industry trends

What You'll Be Like

- Well organised with strong time management skills
- Excellent interpersonal and communication skills

- High degree of tact and diplomacy
- Tenacious, resilient, self-starter. Able to act on own initiative with drive and determination
- 'Can do' attitude
- Friendly and approachable attitude
- Must have excellent attention to detail, able to maintain high standards and have pride in their work
- Pro-actively build strong relationships with others in the organisation
- Innovative, flexible and proactive approach
- Able to work individually and as part of a team
- Motivated and enjoys working in fast paced environment, against project deadlines

We're Looking for The Best, Whoever They Are

Benchmark Capital is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.

Important Information: Issued by Benchmark Capital Limited, Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex, RH12 4QP. Registration in England No 09404621.