

## Talent Acquisition Manager

**Role Type:** Part-time, up to 60 hours per month

**Contract Type:** 6 months fixed term contract, permanent an option

**Location:** Hybrid remote in Nottingham

**Start Date:** November 2022

**Experience required:** 8+ years recruitment experience, 3+ years management experience

**Salary:** £16 p.h - £23 p.h.

Constellia is an innovative, incredibly fast-growing company which is transforming the way our clients buy and manage a wide range of professional services, goods and works. We also run the Consultancy Procurement Council - a subscription-based peer to peer collaborative network of category specialists from many of the world's largest organisations.

We're looking for an innovative and enthusiastic Talent Acquisition Manager to drive forward our recruitment strategy in line with business growth objectives. Working with the Head of People you will lead and deliver Constellia's ambitious talent acquisition programme, having scope and influence to develop the role to your own style.

This role is perfect for an ambitious Recruitment Manager looking for a genuine opportunity to have a major impact in a fast-growing, highly successful business.

The role is hybrid remote, and you will be expected to spend at least 3 days a week in our company offices in Nottingham city centre.

### About Constellia

Established in 2007, we manage and influence spend in over 150 organisations across the UK public and private sectors. We operate as a Managed Service Provider – bringing clients a full procurement solution with truly exceptional service standards.

Working with us can be fast paced; we're a diverse, hard-working team united by a drive to help each other in a fun and friendly way, celebrating our success as a team. From day one with us, you'll be a key player in our inclusive and supportive fast-growing business.

### The Role

You will be responsible for owning all recruitment and onboarding activity working with the leadership and support team to source and attract the best procurement talent to the business:

Your responsibilities will include:

- Support the Head of People with the development of the talent acquisition strategy
- Execute the talent acquisition strategy into a detailed budgeted plan and activity roadmap
- Develop and deliver innovative talent acquisition solutions
- Deliver a first-class candidate and hiring manager experience throughout the end-to-end recruitment process
- Develop an exciting employee story to ensure we attract and retain amazingly talented people
- Ensure the day-to-day recruitment activities are delivered in line with the agreed plan

- Ensure our processes attract highly talented people from a wide range of diverse backgrounds
- Work collaboratively with the Head of Marketing to drive and deliver exciting marketing campaigns that attract the best procurement talent
- Develop robust relationships with industry bodies and local business and education providers
- Positively represent the company, developing relationships & communicating updates with the appropriate stakeholders internally and externally
- Be a Constellia ambassador internally and externally

**Essential Experience/Attributes**

- Experience of developing and delivering a talent acquisition strategy and plan to successfully drive business growth
- Excellent internal and external stakeholder management
- Excellent communication and interpersonal skills
- Highly developed influencing skills at senior level
- A growth-mindset

**How to Apply**

If you would like more information about this exciting role or would like to apply, please contact Darren Jones, our Head of People by submitting your CV to [careers@constellia.com](mailto:careers@constellia.com)