

JOB DESCRIPTION

JOB TITLE:	Talent and Acquisition Manager
MANAGED BY:	Head of HR and OD
GRADE:	11

BACKGROUND

About Us: The West of England Mayoral Combined Authority (MCA) was established in 2017 to make strategic decisions and investments that benefit the residents and businesses of Bath and North East Somerset, Bristol, and South Gloucestershire. Our mission is to drive economic growth, enhance productivity, improve skills, and address critical challenges such as housing and transport. As we continue to expand, we are seeking a dynamic Talent and Acquisition Manager to lead our recruitment and attraction strategy, ensuring we attract and retain a diverse and talented workforce.

Job Brief: We are currently hiring a Senior Talent and Acquisition Manager to lead the talent acquisition function and help the organisation hire top talent in a timely, efficient, and cost-effective manner while promoting diverse and inclusive hiring practices.

THE ROLE

An integral part of the People function, the Talent and Acquisition Manager will lead the in-house resourcing function, overseeing the full recruitment process, and providing strategic recruitment guidance to senior leaders. The job holder will partner with internal and external key stakeholders to provide expert advice on resourcing, delivering effective marketing strategies in line with budget and organisational requirements. They will ensure the efficiency of the recruitment process, develop, and implement talent attraction strategies, and promote the Combined Authority as an employer of choice.

The Talent and Acquisition Manager will support the delivery of the Mayor's priorities by developing and implementing strategic recruitment and talent acquisition initiatives, enhancing our employer brand, and collaborating with HR, L&D and DE&I partners to create career pathways and succession plans. This role is crucial in supporting the growth and development of our internal talent and attracting new talent to our organisation, while ensuring alignment with The Combined Authority's overall mission and goals.

KEY RESPONSIBILITIES

Strategic Resourcing, Leadership, and Management

Develop and implement comprehensive recruitment strategies aligned with The Mayoral Combined Authority's People Strategy, ensuring they meet immediate needs and can evolve to support mid and long-term goals. Lead the provision of temporary and contingent staff, managing relationships with service providers and specialists. Collaborate with hiring managers and senior leaders to design and execute effective recruitment processes, including workforce planning, active recruitment, and innovative sourcing solutions.

Manage the recruitment and onboarding of senior and director-level positions, establishing a network of executive search agencies. Create talent acquisition strategies for leadership, mid-career, and graduate hiring, promoting consistent recruiting and hiring practices to ensure a strong candidate experience. Implement strategies to attract diverse candidates across all business areas and oversee the entire resourcing function from conception to execution, monitoring performance continuously.

Build and maintain networks to understand the recruitment market and provide market intelligence. Manage the Resourcing team and work closely with the HR, L&D and DEI Teams ensuring alignment with the broader HR strategy. Influence key areas of the People team, including career pathways, talent pipelines, succession planning, and the Employee Value Proposition.

Inclusive Hiring, Employee Value Proposition (EVP), and Employer Branding

Promote inclusive hiring practices, guiding managers through the interview and selection process in compliance with Employment Law and GDPR. Enhance The Combined Authority's brand presence on social media, leveraging the Employee Value Proposition to target appropriate demographics and boost engagement. Develop strategies to raise The Combined Authority's profile locally and nationally as an employer of choice.

Implement strategies to improve employee retention and optimise attraction channels. Support and establish employee community groups to enhance engagement.

Talent Management, Learning and Development, and Career Pathways

Collaborate with the resourcing team and DE&I Partner to align recruitment processes with DE&I strategy, providing relevant data reports. Develop career pathways and succession plans in partnership with HR and the L&D team, implementing proactive recruitment campaigns. Work with the Learning & Development team to design and improve an apprenticeship programme that meets strategic goals and industry standards.

Establish robust job evaluation processes, managing relationships with job evaluation providers, internal customers, and the Finance Team. Create and deliver recruitment training programmes for hiring managers to improve outcomes.

Stakeholder Management, Metrics, and Reporting

Partner with organisational leaders to track and forecast hiring needs based on business growth plans. Advise senior executives on recruiting strategies to sustain organisational success. Manage external partnerships with colleges, job boards, HR software vendors, and executive search agencies, ensuring adherence to SLAs through regular review meetings.

Devise and review recruitment KPIs, providing regular performance reports and collaborating with the L&D team to include L&D KPIs. Identify and implement continuous improvement solutions in recruitment processes. Oversee a centralised recruitment budget, offering regular financial reports and identifying cost-saving initiatives.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge:

- Level 5 (7 desirable) in CIPD
- Chartered Membership of CIPD or Membership of a recognised and relevant professional body.
- Evidence and commitment to continuous personal and professional development.
- Knowledge of the key issues facing the West of England Region specifically ones around demographics, inclusion and employment.
- Knowledge and understanding of operating professionally and confidently in a complex political environment.
- Expertise in talent sourcing, attracting top-tier candidates, and developing a strong talent pipeline.
- Data-driven decision-making skills, with the ability to analyse recruitment metrics and optimise recruitment processes.
- Excellent communication, negotiation, and relationship-building abilities to collaborate effectively with internal and external stakeholders.
- HRIS expertise, preferably having worked on a ATS and / or LinkedIn.

Experience:

- Proven experience in talent acquisition and recruitment, with a track record of success in senior-level roles. Strong strategic vision and the ability to align talent acquisition strategies with the organisation's business objectives and external market.
- Proven ability to oversee and successfully deliver improvements, projects and programmes related to the areas of expertise outlined in this job description.
- Demonstrable experience of having successfully led and managed a team of other HR professionals.
- Experience in employer branding initiatives and promoting the organisation as an employer of choice.
- Experience of operating at a senior level in own discipline.
- Experience of working with, influencing and negotiating with external and internal stakeholders at all levels.

- Experience of operating effectively and collaboratively as part of a team and supporting colleagues from other departments.
- Experience of management of budgets and achieving value for money.

Skills and Competencies:

- High standards of professional and strategic awareness and conduct.
- Strong interpersonal skills, with the ability to deliver a proactive service and continuously improve.
- The ability to negotiate, influence and to be able to engender confidence, trust and respect.
- The ability to prioritise work against competing demands to meet deadlines.
- An understanding of and a personal commitment to delivering a high-quality People service and ensuring service standards are met.
- Ability to be strategic and tactical when making decisions.
- Analytical and able to interpret data.
- Ability to influence employees at all levels to support your strategies.
- Excellent verbal and written communication skills.
- Self-starter, proactive and highly accountable and resourceful.
- Creative and innovative, with strong instincts with talent development programs, culture, and digital communications trends.
- A deep commitment to and comprehensive understanding of equal opportunities, demonstrated by experience in promoting inclusive hiring practices, implementing equitable talent acquisition strategies, and fostering a diverse and inclusive workplace culture.

DESIRABLE

Qualifications and Knowledge:

- Specialist Recruitment qualification and previous public sector experience.
- A positive, flexible and responsive individual, with a creative approach to problem solving.
- The ability to work as part of any project team to deliver organisational requirements.
-

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the

latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 21s, currently £11.44 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and the MCA, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.



The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.