



ClwydAlyn

People, Marketing & Communications

Job Overview



Recruitment and Talent Specialist

- £40,014 per year
- V72, St Asaph
- 37 Hours a week

Qualifications: Proven experience as an internal recruiter, CIPD qualified or willingness to work towards, ongoing CPD, membership of professional body where relevant.



@ClwydAlyn



Person Specification

The Recruitment & Talent Specialist is critical for attracting, selecting, and retaining top talent within ClwydAlyn, thereby supporting our mission and objectives and contributing to our success and effectiveness in serving our residents and stakeholders.

Purpose of the post

- Working with managers across the business, take ownership of the full recruitment lifecycle from initial approval of a role, to advertising, supporting interviews, onboarding and induction.
- To work in partnership with People Team, Inclusion, Employability, Wellbeing and Marketing & Communications in the delivery of a comprehensive and seamless service to managers, staff and applicants.
- Building a candidate pool to ensure we have a future pipeline of talent. Utilise appropriate attraction and search methods such as job boards, social media and careers fairs.
- Work closely with the People Manager and L&D Specialist to understand our future talent and workforce requirements.
- Accountable for ensuring accurate recruitment information is provided, all documentation reflects our values and brand, and is easily accessed by managers and applicants. Devise methods to collect data on our applicants to support our Inclusion priorities.
- To be seen as a business enabler and an ambassador for the ClwydAlyn way.

Key responsibilities

- Work collaboratively with managers to understand their recruitment requirements. Undertake job analysis, utilising the skills of the People Team to support this work.
- Ensure all new roles, and changes to roles, have their salaries externally benchmarked. Responsible for updating our internal benchmark pay data, and keeping a record of all changes to salary.
- Produce engaging content for adverts, working within our brand guidelines. Ensure all adverts are placed using the most appropriate channels for the role. On the rare occasion where a recruitment agency is to be used, manage that relationship and obtain best value for money.
- Manage all applications received, ensuring managers are undertaking shortlisting in a timely manner. Support new managers with the whole recruitment process.
- Be responsible for all recruitment, selection and interview documentation. Continually review our processes to ensure they are in line with our values and provide the best, most inclusive, experience for our applicants.
- Ensure all candidates receive a good experience throughout the process and ensure that tailored feedback is provided to unsuccessful applicants.
- Working closely with the Employability Specialist, ensure we support our residents into employment.
- Develop workshops for CV writing and interview skills, and create opportunities for work experience within ClwydAlyn.
- Build up an external network of partners. Work collaboratively with both the Inclusion and Employability Specialist to nurture partnerships already in place and develop plans to develop new partnerships.
- In collaboration with the Employability Specialist, grow, develop and maintain a pool of candidates that form our future talent pool.
- Responsible for ensuring we maintain our disability confident status and work proactively to develop our approach to increasing our level of commitment.
- Develop new, innovative and inclusive methods of recruitment, ensuring candidates are given the correct tools to be their best selves at application and interview stages.
- Create the new ClwydAlyn way when it comes to recruitment. Develop relationships with managers across the business to ensure that we move away from "one size fits all" recruitment approaches. Build different recruitment styles which suit the area of the business we are recruiting to.
- Develop recruitment campaigns, working with managers to proactively plan for resource requirements. Ensuring our recruitment plans are accessible and attract a broader range of people who reflect our community.
- Define our approach to recruitment to ensure it's fair, inclusive and transparent. Recruiting people from all walks of life. Provide managers with inclusive recruitment guidance to provide support and build confidence, especially to those who may be new to recruitment.
- Work with our Data Analyst to ensure that recruitment data is accurately recorded and reported. This includes candidate EDI data.
- Work closely with the People Team to ensure that contract paperwork is produced and new starter information is on the HR system in a timely manner.
- Manage the Employability Specialist, providing direction and guidance of their work, undertaking regular 1-1's and annual appraisals. Ensure all their training, development and CPD needs are met.

About ClwydAlyn



ClwydAlyn was formed in 1978 as a non-charitable Registered Social Landlord and now manages over 6,500 homes and employs 760 staff. We deliver a range of housing management related services, which includes care and supported housing, development, and repair and maintenance services across North Wales (Denbighshire, Flintshire, Conwy, Wrexham, Powys, Gwynedd and the Isle of Anglesey).



Our homes and services include social family housing and single person accommodation, supported living accommodation and specialist care and nursing services, low-cost home ownership, leasehold management services and intermediate and market rented housing. The Group's turnover is £64m.

We are an ambitious Housing Association and very driven by our values and mission. We believe that it is wrong that there is still so much inequality and poverty across our region, and we know that this impacts every aspect of people's lives. We took a strong position to end evictions four years ago and we use our money and influence to do all we can to support those experiencing poverty and to champion for change across our country.

Why work for us?

Job Benefits

- Are you looking for an excellent work life balance?
- Would you like 25 days paid holiday (increasing to 30 days), with the opportunity to sell/purchase more annual leave?
- Receive up to 8% employer pension contributions.
- Join a Cycle to Work scheme.
- Receive eye care vouchers.
- Free hot meals provided to staff when working.
- Excellent enhanced maternity package and many other company benefits.



You can apply in a number of ways:

The more traditional approach

Send an up-to-date CV which shows your full career history and a statement explaining why you are interested in this role and the skills and experience you can bring to the role.

Send us a short film

Maximum 3 minutes explaining why you are interested in this role and the skills and experience you can bring with a short accompanying letter/email.

Ffôn/Tel: 0800 1835757
Ebost/Email: help@clwydalyn.co.uk

apply at clwydalyn.co.uk
applications close 14 May

This role has been assessed as requiring an Enhanced Level (without barred list) Disclosure and Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. Any risks identified through the DBS check will be reviewed by the Group and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Group's DBS Policy and Procedure which can be requested from the HR Team.