

TALENT ACQUISITION PARTNER – 12 MONTH FTC

We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.

An exciting opening has arisen for a Talent Acquisition Partner to support our Smart Programme! This position will play an integral role to support the deployment of resources to support the delivery of the programme over the next 12 months.

You will be providing proactive Talent Acquisition partnership to Hiring Managers throughout the job advertising, pre-screening, interview, selection, and offer process. This will include co-ordinating temporary and permanent vacancies placed with recruitment agencies and contractor appointments across the department.

What will you be doing?

- Provide advice and guidance on all aspects of talent acquisition and recruitment through to the job offer stage
- Co-ordinate company job descriptions.
- Support managers with developing and uploading job advert content to various platforms including internal and external digital channels and social media to source the required skills and experience.
- Assist with reviewing CVs and applicant shortlisting based on job and person specification requirements.
- Ensure interview and selection techniques, materials are maintained and deliver accessible information, equality, diversity, and inclusion requirements to enable a positive applicant experience.
- Attend interviews with hiring manager to assess applicant competency, knowledge, and experience to the required level. This will include keeping applicants informed at each stage of the process and provide effective feedback to successful and unsuccessful applicants.
- Ensure all work carried out is processed and stored in the relevant Company system in accordance with current GDPR guidance.
- Delivering excellent service when dealing with internal and external contacts.

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320,000

Properties supplied
with water



170 Million

Litres of drinking
water per day



21

Natural water
sources



Excellence | Integrity | Future Focus

£36,396 - £40,276

GRADE 6

+ Non-contractual bonus related to company performance of up to 6% of basic salary

Hours:

Full-time | Permanent

Holiday:

24 days increasing up to 28 days, plus bank holidays

Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

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CLOSING DATE: 5 JANUARY 2024

What do you need?

- Proven experience of delivering 'in house' recruitment or talent acquisition services across all organisational levels.
- Proven experience of interviewing, assessing, and selecting applicants of all levels of seniority, including competency and strengths-based assessment and scoring.
- Proven ability to develop and publish job advert content to a variety of platforms including social media and website career pages.
- Working knowledge of the relevant legislation, regulatory, and compliance considerations required throughout the talent acquisition process for hiring employees, agency workers and contractors.
- High attention to detail and accuracy of information.
- Proven communication skills at all levels of stakeholder engagement.
- A flexible and collaborative approach with the ability to prioritise tasks and manage conflicting priorities and deadlines.
- Accredited to a minimum of CIPD Level 3, or REC qualification, or equivalent experience.

What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

Excellence in water. Always.
Committed to a sustainable future together



Excellence | Integrity | Future Focus

Apply Today

If you have the skills and experience to excel as our Talent Acquisition Partner, apply today at jobs@portsmouthwater.co.uk

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

Apply Now