


Job Specification

Position	Talent Acquisition Officer / HR Generalist (Part Time)
Reporting to	Group HR Manager
The Company	Brigade Electronics plc, established in 1976, is a global market leader in reversing safety and all-round visibility for commercial vehicles. The Brigade group is based in the UK, has subsidiary companies in the USA, Germany, France, Italy, Poland, France and The Netherlands, and is in partnership with over 50 specialist distributors worldwide.
Purpose of Role	To support the Group HR function with the recruitment needs of the business. This includes the full life cycle recruiting experience, from talent sourcing and attracting candidate to interviewing and engagement. There will also be a need to support the HR function in other generalist areas.
Key Responsibilities	<ul style="list-style-type: none"> • Source candidates suitable for the needs of the business • Work with the Group HR Manager to formulate a robust recruitment strategy • Generalist HR support
Key Tasks, but not limited to	<ul style="list-style-type: none"> • Liaise with hiring managers to establish their needs (outside of the documented job spec), which may include “Team Fit”, preferred employer etc., • Prepare recruitment materials and post jobs to appropriate job boards or supply details to our recruitment partners on our PSL • Co-ordinate job posting on our website and intranet • Source potential candidates using head hunting techniques and or social media • Maintain accurate records of potential candidates and arrange interviews where required • Maintain accurate records of the outcomes of interviews • Communicate either directly with candidates or with recruitment

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	<p>consultants about the outcome of interviews</p> <ul style="list-style-type: none"> • Carry out initial candidate screening from job applications based on the data you have from the hiring manager • Conduct initial telephone interviews based upon hiring manager needs (or escalate to the Group HR Manager for senior roles) • Support the hiring managers with interview techniques • Formulate a core group of competency-based questions for interview • Act as a point of contact and build influential candidate relationships during the selection process • Develop a “Candidate Pool” for future reference • Monitor and apply HR recruiting best practices • Promote Brigade as the “Employer of Choice” and develop (with Marketing and HR Manager) strategies for improving our Employer Brand in the marketplace • Initiate weekly reviews with the Group HR Manger to provide a recruitment status update • To provide operational and administrative support in all areas of HR, as required
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Person Specification

Essential	Desirable
<p>Education and Training</p> <ol style="list-style-type: none"> 1. Excellent command of the English language, with GCSE or equivalent at Grade C or above in English and Maths 2. Good working knowledge of Microsoft applications: Word, Excel, Outlook and Power Point 3. Good understanding of the recruitment life-cycle 4. Good understanding of HR best practice 	<ol style="list-style-type: none"> 1. CIPD qualification in HR Practice 2. Microsoft Visio would be advantageous
<p>Experience and Skills</p>	
<ol style="list-style-type: none"> 1. Proven work experience as a recruiter (either an in-house recruiter or a staffing agency recruiter) 2. Recruitment experience obtained from within a commercial environment 3. Ability to multi-task, in a fast-paced environment 4. Innate time manager with excellent attention to detail 5. Possess proven LinkedIn skills for sourcing candidates directly 6. Generalist HR experience 	<ol style="list-style-type: none"> 1. Recruitment experience gained from within an Engineering or manufacturing background would be advantageous
<p>Personality and Motivation</p> <ol style="list-style-type: none"> 1. Administratively sound and highly organised 2. Eager to share with others better ways of working 3. Demonstrates respect for company and colleagues 	

<p>Interpersonal Skills</p> <p>1. Willing and able to communicate with all levels of the business</p>	
<p>Communication & language skills</p> <p>1. Ability to communicate clearly and concisely with written and spoken English</p>	
<p>Other requirements</p> <p>1. Full driving license and access to a vehicle as there may be a need to travel to our Engineering site approx. 15 minutes' drive away</p>	

Employee Signature: _____