JOB DESCRIPTION

Job Title:	Talent Acquisition Advisor
Responsible to:	Head of People and Wellbeing
Hours:	Full Time
Location:	Bromley

Summary of role

We are seeking an experienced and proactive Talent Acquisition Advisor to manage and coordinate recruitment activity across the firm. The role is responsible for attracting, sourcing and securing high-calibre talent for fee earner, paralegal and business support vacancies, ensuring an excellent candidate experience throughout the recruitment process.

Working closely with hiring managers, the Talent Acquisition Advisor will provide expert recruitment advice, support workforce planning initiatives and develop effective sourcing strategies using both direct recruitment methods and external recruitment partners. The role will also support the firm's Trainee Solicitor and Spring Vacation Scheme recruitment programmes, helping to attract future legal talent and strengthen the firm's employer brand.

Key Responsibilities

Recruitment Management

- Manage the end-to-end recruitment process for fee earner, paralegal and business support vacancies.
- Partner with hiring managers to understand recruitment requirements, role profiles and desired candidate specifications.
- Provide guidance and advice on recruitment best practice, market conditions and sourcing strategies.
- Draft engaging job descriptions and advertisements that attract high-quality candidates.
- Coordinate vacancy approvals and recruitment campaigns in line with firm procedures.
- Manage candidate applications, shortlisting, initial screening interviews, and interview coordination.
- Ensure all vacancies are shared internally with current employees to encourage internal mobility and development opportunities
- Ensure a positive candidate experience from application through to onboarding.
- Maintain accurate recruitment records and produce regular recruitment reports and metrics.
- Contribute to initiatives that enhance the firm's reputation as an employer of choice within the legal sector.

Direct Sourcing and Talent Acquisition

- Proactively source candidates using appropriate job boards, databases and networking platforms.
- Build and maintain talent pipelines for key and hard-to-fill roles.
- Conduct candidate outreach and initial screening interviews to assess suitability.
- Develop effective sourcing strategies to reduce reliance on recruitment agencies where appropriate.

- Promote the firm's employer brand through candidate engagement and recruitment marketing activities.
- Participate in interviews for fee earner, paralegal and business support vacancies as required.

Agency Management
- Develop and maintain effective relationships with selected recruitment agencies.
- Partner with agencies on senior fee earner and specialist recruitment assignments.
- Negotiate terms and manage agency performance to ensure value for money and quality of service.
- Monitor agency usage and recruitment spend.

Early Careers Recruitment
- Support the recruitment and selection processes for Trainee Solicitors and the Spring Vacation Scheme.
- Coordinate application reviews, assessment centres, interviews and candidate communications.
- Assist with university engagement and early careers attraction initiatives.
- Assist with the development of the Firm's apprenticeship programme
- Support the development of recruitment materials and employer branding activities aimed at aspiring legal professionals.

Compliance and Process Improvement
- Ensure all recruitment activities comply with employment legislation, data protection requirements and equality, diversity and inclusion principles.
- Maintain confidentiality of candidate and employee information.
- Review and continuously improve recruitment processes and procedures.
- Support wider People & Wellbeing projects and initiatives as required.
- Supporting the firm in the process of sponsoring visa applications

Other Responsibilities
- Contribute to broader People & Wellbeing objectives by providing support on HR projects, employee engagement initiatives, policy development and operational HR activities when recruitment demands allow.

Person Specification

Knowledge and Experience
Essential
- Previous experience in an internal recruitment, talent acquisition or recruitment advisor role.
- Experience managing recruitment campaigns across multiple role types and seniority levels.
- Experience sourcing candidates directly through LinkedIn Recruiter and other recruitment platforms.
- Experience working with external recruitment agencies.
- Strong stakeholder management skills with the ability to influence and build relationships at all levels.
- Experience coordinating interviews and managing recruitment administration.
- Understanding of employment legislation and recruitment best practice.

Desirable
- Experience recruiting within a law firm or professional services environment.

- Experience supporting trainee, graduate or early careers recruitment programmes.
- Knowledge of legal professional roles and the legal recruitment market.
- Experience using applicant tracking systems (ATS) and HR systems.
- Experience interviewing and assessing candidates at various levels of seniority.

Skills and Competencies

- Excellent communication and interpersonal skills.
- Strong organisational and project management abilities.
- Ability to manage multiple vacancies and competing priorities.
- Strong attention to detail and administrative accuracy.
- Commercially aware with a proactive, solutions-focused approach.
- Confident networking and relationship-building skills.
- Strong interviewing and candidate assessment skills.
- Commitment to delivering an outstanding candidate experience.

Key Performance Indicators

- Time-to-hire and vacancy fill rates.
- Quality of hire.
- Hiring manager satisfaction.
- Candidate experience feedback.
- Direct sourcing success rates.
- Agency spend and utilisation.
- Delivery of Trainee Solicitor and Spring Vacation Scheme recruitment programmes.

This job description is intended to provide a general overview of the role and may be amended to meet the changing needs of the firm.

Personal attributes required in line with the firm's core competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies for this role are aligned to those expected of a Legal Assistant in the core competency framework.

Hours

Normal working hours are 9am to 5.30pm. Staff will be expected to be flexible and to arrive earlier and stay later when the job or business requires. There may be an opportunity to work alternative hours upon request, dependant upon this meeting with the business needs.