

Talent Acquisition Specialist

StrategiQ

About us

StrategiQ is a team of award-winning, value-creation specialists, spanning every brand and marketing discipline. We empower business leaders and marketing to thrive in the face of change. We integrate excellence into organisations transformation journeys to create New Future Value. We do this through tailored programmes of work that optimise, accelerate and innovate marketing activities.

Working at StrategiQ means joining a group of passionate, dedicated and visionary people; a melting-pot of personalities, skill sets and specialisms.

We are

Courageous Always doing what’s right, not what’s easy.

Truthful Being honest. Being resilient. Being authentic.

Knowledgeable Industry experts, pursuing the master of our craft.

Limitless Challenging norms through infinite thinking.

How this role makes a difference at StrategiQ

Supporting our People team to bring the best talent into StrategiQ you’ll be key to our ability to find and hire skilled people to add to our team of marketing experts delivering high impact work for clients.

You’ll lead on all aspects of attracting, sourcing and hiring the best talent, working in close partnership with the wider People team and our hiring managers to secure candidates and then transition for smooth onboarding into our teams. Partnering with our marketing team you’ll support us to position StrategiQ as the destination agency for talent and ensure our candidate experience reflects our culture and the ambition we have for our agency.

You’ll nurture candidates through the recruitment process, being clear, responsive and thorough in your communication and leaving everyone you contact with a great impression of StrategiQ, whether we go on to hire them or not.

Skills & experience we want you to bring and develop

Technical skills and experience

LinkedIn recruiter - expert on maximising capabilities of LinkedIn for candidate sourcing	Essential
Recruitment platforms - familiarity with HubSpot or applicant tracking systems (ATS) and other recruitment tools	Essential

Recruitment experience - 2+ years experience of recruitment and candidate sourcing, preferably within a marketing or creative agency environment which may be as an inhouse recruiter or within a recruitment agency specialising in relevant roles	Essential
Copywriting - confidently write role descriptions, compelling role adverts and other content promoting Strategiq as an employer	Essential

Power skills and experience

Communication - active listener and confident communicator. Able to engage people, build relationships and be responsive in managing candidates and candidate experience	Essential
Commerciality - understanding of cost impacts around recruitment decisions and effective use of recruitment tools	Essential
Curiosity - bringing curiosity to all situations and asking questions that build knowledge and understanding	Essential
Collaboration & teamwork - confident working within a multi-disciplinary team, identifying challenges and supporting delivery of the best work	Essential
Problem solving - able to ask questions to understand a problem and propose solutions	Essential
Resilience - recovering from set-backs and seeking support to help you work through learnings	Essential
Attention to detail - highly organised and with an understanding the importance of and delivering to a high-standard with accuracy of information, spelling and grammar, and clear presentation of work	Essential
Time management - understanding the importance of and delivering to a high-standard with accuracy of information, spelling and grammar, and clear presentation of work	Essential

What you'll be responsible & accountable for

- Responsible for working with leadership and hiring managers to identify and prioritise recruitment needs and define role descriptions, clear profiles of our target hires and appropriate recruitment processes
- Responsible to working with marketing team to define and develop our employer profile including how we represent careers at Strategiq on our website and how we promote roles through our social channels
- Responsible for managing and administrating the complete recruitment process through all stages from scoping role through to making offer to candidate
- Responsible for actively sourcing candidates, screening CVs and carrying out initial screening calls in order to produce pool of qualified candidates for a hiring manager to review

- Responsible for co-ordinating and scheduling interviews and briefing candidates and internal participants on the interview process
- Responsible for how we use technology and tools to support recruitment practices including how we use platforms to support applicant tracking and how we use AI to support recruitment processes
- Responsible for recruitment processes, refining and developing these and internal training to improve hiring team skills
- Responsible for building and nurturing relationships with a talent pool of candidates for future hiring needs enabling us to be proactive to capacity building rather than reactive
- Responsible for recruitment metrics and reporting and identifying steps to improve recruitment performance

When you're successful in this role

- We hire into our team directly giving us complete control over candidate experience, communication and how our roles and agency are presented to candidates
- We hire the talent we need in a way that's timely and efficient, we bring great people into our team who become high-performers contributing to our success and growth
- Whether we hire a candidate or not they have a positive experience of their interaction with StrategiQ
- We have a strong profile as an employer on our own website and social channels which means we attract candidates outside of having specific roles advertised
- Hiring feels easy, even though it isn't, and our hiring managers are supported through the process so that they can hold their responsibilities in hiring effectively alongside their other commitments

Your typical week

- **50%** - actively sourcing candidates, improving recruitment processes and managing StrategiQ's profile as an employer
- **30%** - meeting candidates and supporting in interview processes
- **20%** - administration including managing interview processes and scoping roles

A successful first 6 months with StrategiQ

In 3 months you will have:

- Taken over recruitment support and administration from the People Ops Assistant
- Set us up to support active direct recruitment for example LinkedIn recruiter set up
- Reviewed recruitment processes and made recommendations and improvements to increase our ability to hire directly
- Made an impact on our profile as an employer, refreshing and updating on our website and social channels and working with marketing on engaging advertising for roles
- Established reporting to hiring managers and wider People team to ensure clear communication about process and status on roles

In 6 months you will have:

- Transitioned us away from using recruiters in all except the most specialist or highly in-demand skill sets
- Recruited strong candidates into our team and supported smooth transition to People team for onboarding
- Worked with the wider People team and shaped our future hiring strategy as part of the wider People strategy
- Developed a plan to support internal skills around recruitment and interviewing