

Job title	Talent Manager		
Job family	Resourcing	Proposed Band	C

Job purpose

The Talent Manager is a member of a team that delivers an end-to-end resourcing service for all permanent, FTC and Editorial Freelance hiring for a Division/Genre.

- The role exists to deliver specialist talent and resourcing advice to the genre
- Responsible for delivering day to day resourcing activity (for their area); being a resourcing specialist to Editorial / Production teams (and other relevant teams) and creating/managing a talent pool/pipeline of talent relevant to the business area / genre and their future needs;
- The role advises Hiring Managers based on information received and knowledge of policy and process; Understands issues and problems and manages them accordingly
- Understanding pay, pay benchmarks and maintain pay parity for non- senior editorial / production roles ; Relevant understanding of employment law and policies
- The role manages more senior or complex roles (than Talent Advisors) and partners with the hiring manager to define the most appropriate attraction and sourcing strategy – this may often be directing hiring
- Ensuring editorial/production staff are ‘work ready’ on day one

Key responsibilities and accountabilities

- To manage an end to end resourcing service for permanent, FTC, Editorial Freelance hiring for shows/docs/continuous output within a division / genre; making sure that all hires are “work ready on day one”
- To own the day-to-day relationships with stakeholders within the division / genre, offering advice, experience and insight to Editorial/Production (and other relevant teams) on resources and team composition
- To understand pay rates, benchmarks and maintain pay parity for non-senior editorial / production roles; adherence to employment law and BBC policies
- To support the budgeting & shortlisting of talent/team structures for shows / continuous output
- To support the smooth management of staff between productions/projects within and across genres
- To provide advice and recommendations to hiring managers on recruitment policy, approaches and sourcing options, in order to attract the best candidates for the BBC
- To deliver a pro-active approach to talent acquisition by creating internal/external talent pools for relevant business areas and their future needs (incl direct sourcing)
- To test the external market on talent availability, how to attract and how to source
- To build relationships with and act as the specialist point of contact as the advisor on strategic recruitment plans for a team / genre
- To support Hiring Managers in making the right resourcing choices to fulfil the resource need
- To participate in candidate evaluation and selection process, incl initial screening &

- shortlisting
- To ensure interviewers are competent and trained in chosen approach and BBC policy
 - To collaborate on internal and external talent identification; understanding of experience, capability and availability of resources suitable for hiring managers
 - To build relationships and form alliances with external partners, communities and stakeholders to understand external trends and best practice
 - To ensure following clearly defined processes, and are delivering service in line with defined SLAs incl. diversity
 - To ensure that all relevant management information is captured and recorded
 - To contribute to and support the delivery of talent finding events

Knowledge, skills, training and experience

Essential

- Demonstrable experience of delivering HR process and services is essential / may demonstrate proficiency in an area of HR specialism e.g. reward or recruitment
- Basic computing and telephony skills
- Prior experience of working with People systems (such as SAP, ATS)
- Analyses information rapidly and is able to make informed judgments and provide advice on the best option to progress in line with established process
- Proven ability to successfully deliver practical results against time and performance indicators
- Strong interpersonal skills and a proven ability to develop, maintain and enhance relationships with a variety of contacts; strong influencing and persuading skills
- Is driven to achieve the right result despite challenging internal / external circumstances
- Is highly credible and builds relationships with key stakeholders
- Strong analytical skills and the ability to resolve logistically complex problems.
- Compares and contrasts situations and information, identifying patterns and trends which inform subsequent decisions
- Considers an issues or opportunity from a number of angles, based on experience, intuition and knowledge of the organisation
- Builds a sense of team spirit, encouraging shared ownership of objectives and deliverables
- Leads delivery at a team level by prioritising and setting clear milestones and measures

Desirable

- Prior experience of working with People systems (such as SAP) & ATS
- Prior experience of working in an in-house resourcing team

JOB DESCRIPTION



<ul style="list-style-type: none">• Encourages others to act in line with organisational standards and frameworks• Use of process improvement tools and their application• Strong stakeholder management skills	
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Job impact

Other information	
For Reward team use only	
Job Code	
Definition:	Content Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

Appendix

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	
Reports to (title)	
Location base	

Organisation structure	

Additional job specific responsibilities and accountabilities

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	