



Job Description

Job Title:	Talent Acquisition Partner
Directorate/Team:	People and Culture Services
Location:	16 Summer Lane
Responsible to:	Talent Acquisition Manager
Responsible for:	N/A
Key working relationships: (internal)	Heads of Service, Hiring managers across the organisation – subject to designated directorates, Workforce Planning, People Service Centre, People Business Partners, Digital Communication Team, Reward, Employee Relations, Organisational Design Change and Transformation.
Key working relationships: (external)	Recruitment agencies and search partners via approved frameworks, Applicant Tracking System (ATS) providers and recruitment technology suppliers, Education organisations such as Universities, colleges, apprenticeship providers and education partners. Local authorities, Combined Authorities and wider public sector organisations. Regional employer networks and workforce partnerships, Community groups, diversity networks and underrepresented talent communities. Job boards, attraction partners and employer branding providers. Skills and employment agencies across the West Midlands, candidates.

Purpose of the Post

To act as a strategic Talent Acquisition Partner to assigned business areas, enabling the organisation to attract, engage and secure the talent and skills required to deliver organisational priorities both now and in the future. Engaging 'whole of market' to procure the very best permanent, short term, and contingent resources.

The role goes beyond traditional recruitment delivery and also focuses on workforce planning, talent intelligence, market insight, candidate experience, employer branding and proactive talent pipelining to ensure the organisation remains competitive in an evolving labour market driven by technological and societal changes.

Acting as a trusted advisor, the postholder will partner with leaders to understand future workforce needs, identify talent risks and develop innovative, evidence-based attraction and hiring strategies that support long-term organisational success.

Accountabilities

- Deliver effective, compliant and inclusive recruitment and contingent workforce solutions for assigned business areas.
- Translate workforce demand, labour market insight and recruitment data into attraction, sourcing and talent pipeline strategies.
- Advise, guide and coach hiring managers on recruitment best practice, workforce risks, assessment quality and candidate experience.
- Build sustainable talent pipelines, regional networks and talent communities that support current and future workforce requirements.
- Use recruitment analytics, market intelligence and performance data to improve hiring outcomes, diversity outcomes and recruitment effectiveness.
- Manage contingent workforce processes, supplier activity, compliance, IR35 considerations and associated spend within approved frameworks.
- Promote WMCA's employer brand and inclusive recruitment practice across key talent markets.

- Identify opportunities to improve recruitment delivery through technology, innovation, process improvement and alternative workforce solutions.

Responsibilities

Strategic

- Partner with leaders and hiring managers to understand workforce priorities, current and future recruitment requirements, skills gaps and emerging talent risks within assigned directorates.
- Develop attraction, sourcing and talent pipeline strategies that support organisational priorities and agreed workforce plans.
- Apply a build, buy, borrow and automate approach with Workforce Planning, Organisational Development, the WMCA Academy and People colleagues to identify the most appropriate response to current and future skills requirements.
- Use labour market intelligence, recruitment analytics and workforce data to inform resourcing decisions, improve hiring outcomes and optimise sourcing approaches.
- Proactively identify and engage potential talent, regional networks, education partners and underrepresented talent communities to strengthen future pipelines and broaden access to WMCA opportunities.
- Work with Workforce Planning, Organisational Development and the WMCA Academy, use recruitment and labour market insight to identify skills gaps, succession risks and internal or external workforce solutions, including development, apprenticeships, secondments and targeted recruitment.
- Contribute to talent acquisition projects, including employer brand, candidate experience, pipeline development, recruitment technology and continuous improvement activity.
- Play an active role in the development, implementation and improvement of contingent workforce governance, controls and processes in partnership with HR, Procurement, Finance and Payroll colleagues.
- Monitor legislative and market developments affecting recruitment and contingent workforce engagement, including IR35, employment status and emerging workforce legislation.
- Work flexibly and with integrity to meet the needs of the WMCA and the People and Culture function.

People

- Build strong relationships with managers and stakeholders in assigned directorates, acting as a trusted adviser on attraction strategies, recruitment best practice, workforce risks and hiring approaches.
- Act as the subject-matter expert for talent acquisition and contingent workforce resourcing within assigned directorates, providing authoritative, evidence-based advice and constructive challenge to managers and leaders.
- Develop and deliver recruitment training, workshops, guidance and coaching that improve hiring-manager capability and reinforce manager accountability for timely decision-making, inclusive assessment, selection quality and candidate communication.
- Support hiring managers throughout the recruitment lifecycle, including interviews and assessment activity where specialist expertise or additional support is required.
- Champion diversity, equity, inclusion and accessibility across recruitment activity, broadening access to employment and supporting organisational diversity objectives.
- Promote a high-quality candidate experience that reflects organisational values and strengthens WMCA's employer reputation.
- Develop productive relationships with recruitment suppliers, framework providers, educational institutions, workforce networks, talent communities and underrepresented groups.
- Promote, identify and facilitate internal mobility, secondments, career pathways and alternative workforce solutions in partnership with the WMCA Academy and People & Culture colleagues.

Operational

- Deliver end-to-end recruitment campaigns for professional, specialist and hard-to-fill roles, including direct sourcing, proactive candidate engagement, attraction, assessment, selection and campaign planning.
- Manage candidate attraction, screening, shortlisting, interviews, selection activity and timely candidate communication from application to onboarding.
- Provide advice on recruitment policies, governance, employment legislation and best practice, ensuring recruitment activity is compliant and delivered to organisational standards.
- Use recruitment systems, digital tools and talent technologies to maintain accurate records and support reporting, audit, compliance and workforce planning requirements.

- Monitor recruitment performance, service outcomes, candidate feedback and data quality, identifying opportunities for improvement.
- Own and manage contingent workforce recruitment processes, ensuring agency workers, contractors, consultants and interim resources are engaged compliantly, cost-effectively and on time.
- Manage contingent workforce activity through approved frameworks and suppliers, including relationship management, performance, compliance, spend and service delivery.
- Maintain compliant contingent workforce arrangements, including IR35, supplier SLAs and KPIs, reporting, workforce data, trend monitoring and risk reduction.
- Challenge recruitment and contingent workforce requests where permanent recruitment, internal mobility, secondments, redevelopment or other workforce solutions may deliver greater organisational value.
- Participate in relevant directorate and business-planning discussions to anticipate the workforce, skills and resourcing implications of organisational priorities, funding decisions and change activity.
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Financial

- Provide cost-effective recruitment and contingent workforce solutions that maximise value for money.
- Provide evidence-based recommendations on recruitment and contingent workforce expenditure, monitor spend within the role's remit and ensure decisions follow approved financial and procurement governance. Evaluate campaign, attraction channel, supplier and workforce solution performance, making recommendations for improvement and challenging requests where alternative resourcing options would deliver greater organisational value.
- Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.

Other

- Treat all personal, confidential and sensitive information appropriately, ensuring compliance with Data Protection legislation, UK GDPR requirements and organisational policies.
- Maintain an up-to-date understanding of developments in talent acquisition, workforce planning, labour market trends, employment legislation and recruitment best practice.
- Promote the ethical, responsible and inclusive use of recruitment technologies and AI-enabled tools in line with organisational policies and emerging best practice.
- Contribute to corporate projects, service improvements and transformation initiatives that support the development of the Talent Acquisition function and wider People & Culture objectives.
- Represent the WMCA in a professional manner.
- Undertake such tasks and responsibilities as may reasonably be required, commensurate with the scope and grade of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
	E	D	A*	I*	T*
Experience					
Experience delivering end-to-end recruitment across a range of professional, specialist and hard-to-fill roles within a complex organisation.	X		X	X	
Experience managing recruitment campaigns, including attraction, sourcing, assessment and selection activities.	X		X	X	
Experience building and maintaining effective relationships with stakeholders at all levels.	X		X	X	
Experience advising, influencing and challenging managers on recruitment and workforce decisions.	X		X	X	
Experience using Application Tracking Systems (ATS), recruitment technologies and digital sourcing tools.	X		X	X	
Experience using recruitment data, metrics and reporting to support decision-making and service improvement.	X			X	

Experience managing contingent workforce recruitment, including agency workers, contractors, consultants or interim resources	X		X	X	
Experience delivering recruitment training, coaching or guidance to hiring managers.		X	X	X	
Experience contributing to employer branding, attraction campaigns or talent pipeline initiatives.		X	X	X	
Experience supporting workforce planning activity through workforce data, talent intelligence or labour market insight	X		X	X	
Experience supporting talent development, workforce planning, internal mobility or early careers initiatives in partnership with learning and development functions.		X	X	x	
Experience working within a public sector or highly regulated environment.		X	X	X	
Skills / Knowledge	E	D	A*	I*	T*
Knowledge and application of recruitment and selection best practice.	X		X	X	
Knowledge of employment legislation relating to recruitment, equality, diversity, inclusion and data protection.	X		X	X	
Ability to develop innovative and cost-effective attraction and sourcing strategies.	X		X	X	
Strong stakeholder management, influencing and relationship-building skills.	X			X	
Excellent written and verbal communication skills with the ability to provide clear and credible service.	X		X	X	
Ability to analyse and interpret recruitment data, workforce trend information, and market trends.	X		X	X	
Strong organisational skills with the ability to manage multiple priorities and recruitment campaigns simultaneously.	X		X	X	
Knowledge of contingent workforce models, supplier management and workforce governance.	X		X	X	
Understanding of IR35 and employment status considerations	X		X	X	
Knowledge of skills-based hiring, talent intelligence and emerging recruitment practices	X		X	X	
Experience using AI-enabled and digital recruitment tools to support attraction, sourcing, market intelligence, content creation and recruitment delivery.	X		X	X	
Understanding of workforce planning methodologies and talent risk management.		X	X	X	
Understanding of how Talent Acquisition contributes to wider People & Culture objectives, including workforce planning, organisational development, internal mobility and capability building.		X	X	X	
Qualification / Education / Training	E	D	A*	I*	T*
Degree level qualification or equivalent professional experience in Human Resources, Talent Acquisition, Workforce Planning, Organisational Development, Business Management or a related discipline.	X		X	X	
Evidence of ongoing professional development in recruitment, HR, or talent acquisition.	X		X	X	
CIPD Level 5 or equivalent HR/talent acquisition certification		X	X	X	
Professional training and development in recruitment practices such as recruitment, assessment, interviewing or resourcing.		X	X	X	

***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to

	enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values

Collaborative	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.
Inclusive	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
Innovative	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
Driven	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.

Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.

Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☐	Basic ☐	Standard ☐	Enhanced ☐	None ☐	Yes ☐	No ☐

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
Position Reference			