



Location: Cardiff or Redhill
 Department: HR
 Direct Reports: 0
 SMCR: No

Talent Acquisition Specialist

Reports to: Head of HR Operations

Responsible for managing the recruitment lifecycle for Stellantis Financial Services UK. The role supports colleagues across the business to understand resourcing needs, define sourcing strategies, and deliver timely and effective recruitment processes. Strong relationship-building skills and the ability to work in a fast-paced environment are essential. This hybrid role typically working two days in the office and three from home.

ROLE DELIVERABLES

- Manage the end-to-end recruitment process for permanent and interim roles while following company policies and procedures.
- Deliver timely and effective recruitment activity from requisition through to onboarding.
- Work with colleagues across the business to understand hiring needs and priorities.
- Use initiative and sound judgment to manage multiple recruitment activities at the same time.
- Shortlist candidates, coordinate interviews, and support post-interview debriefs with hiring managers and HR Operations.
- Tell candidates the outcome of their application interviews promptly to support a positive candidate experience.
- Prepare offer documentation and send all required information to HR Operations to support smooth processing.
- Manage all local advertising channels and maintain productive relationships with recruitment agencies.
- Promote the company's careers site and employee referral programme to support candidate attraction.
- Keep recruitment systems and databases accurate and up to date.
- Produce reports and respond to requests for recruitment information in a timely way.
- Support the delivery of HR systems, recruitment tracking tools, and assessment processes.
- Follow legal requirements and internal procedures to support compliance.
- Contribute to talent acquisition initiatives that improve recruitment effectiveness and employer brand.



- Support the development and rollout of best practice across the talent acquisition function.
- Source candidates through job boards, social media, and networking to support hiring needs.
- Support the continuous improvement of recruitment services and processes.
- Provide flexible support to the HR Operations team when needed.

JOB CHALLENGES

The Talent Acquisition Specialist must manage multiple recruitment processes in a fast-paced environment, balancing stakeholder expectations and shifting priorities. They will need to source effectively, influence hiring decisions, and maintain a strong candidate experience, all while staying current with recruitment tools, compliance requirements, and market trends.

EMPOWERMENT

The Talent Acquisition Specialist will be responsible for deciding and implementing the most appropriate course of action to comply with company policy and UK legislation. The Talent Acquisition Specialist is responsible for working of their own initiative and be capable of making decisions regarding implementation of most of the action relating to recruitment issues with support from the Head of HR Operations.

BUDGET RESPONSIBILITIES

Although not directly responsible for a budget, the jobholder is responsible for gaining the best rates for services with employment agencies to reduce recruitment and temporary staff employment costs.

WORK RELATIONSHIPS

The Talent Acquisition Specialist works within the HR Team but will also works closely with all colleagues across all business functions.

CANDIDATE PROFILE

Foreign language skills:

- None Required for this role

Professional qualifications, vocational training, education level:



- CIPD qualified – desirable.

Previous experience required:

- Experience in managing the full recruitment lifecycle from vacancy qualification through to verbal offer preparation – essential.
- Experience in sourcing candidates directly through subscription-based platforms such as LinkedIn Recruiter – essential.

Person characteristics required:

- Ability to source and assess candidates effectively using a range of tools and channels.
- Strong organisational skills with the ability to manage conflicting priorities.
- Strong written and verbal communication skills.
- Ability to use recruitment systems, databases, and reporting tools accurately.
- Strong sense of ownership and accountability.
- Collaborative working style with the ability to build effective relationships.
- Commercial awareness and the ability to contribute to team discussions.
- Ability to stay calm and adaptable in a fast-paced environment.

CAREER PATH (PRE & POST)

This position would constitute a promotion for people who have held the following positions:

- HR Assistant

On leaving this position, a job that would be considered a promotion is:

- HR Advisor

