



JOB ADVERTISEMENT

SENIOR TALENT ACQUISITION SPECIALIST (STAS)

Full-time staff position, based in the UK.

October 2020



R-ID-124

Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe. The effective recruitment of staff and consultants, is crucial to winning and delivering high quality work, maintaining Integrity's core values and delivering our vision, mission and strategy.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change.

We work across all phases of the programme and project cycle, delivering ten complementary services: research, evidence and analysis / monitoring, evaluation and learning / data and knowledge management / programme and project management / grant and fund management / risk management / technical assistance / capability and capacity development / stakeholder engagement / communications. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 50 specialists deliver a diverse and global portfolio of projects for a range of government clients and international institutions including FCDO, USAID, US State Department and the World Bank.

We are guided by an organisational vision, mission and commitment.

Vision: Integrity sets the international standard for ethically delivered, expert services in conflict, post-conflict, and fragile contexts. We transform conflict and build stability, accountability, and prosperity.

Mission: We help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend, and recommend.

Commitment: We uphold the highest ethical standards in our service delivery, our employment of staff and our interaction with people. This ensures not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work. See our Values [here](#).

Further information about Integrity can be found at www.integrityglobal.com.

Your role and where you fit into the Integrity team

Senior Talent Acquisition Specialist (STAS) will be a management role at Integrity, working to the Head of Business Development on recruitment for projects and programmes, whilst also supporting the Head of Human Resources in Operations on staff recruitment.

Integrity's work is driven by the expertise and skills of talented people. We have a growing and global team of over fifty people across five offices and a pipeline of between 10 and 20 staff recruitments this year. In addition, we have between 70 and 100 project consultants on contract at any one time. Our 20+ project portfolio bridges a range of key donors including the UK government, US government and the World Bank so candidates will come from a wide variety of backgrounds These can range from

Team Leaders and Chiefs of Party with 20+ years' experience, to niche technical experts, to field researchers on the ground in Somalia, Pakistan, DRC and a range of other challenging delivery contexts.

We work across more than 15 core geographies in ten technical services including research, analysis, M&E, learning and project management, and thirteen thematic subject areas across health, education, violence reduction, civil society and governance.

To perform effectively across this range of contexts requires a team with a sensitive mix of technical, operational, and financial expertise, and high levels of professional and emotional intelligence. Our approach integrates leading expertise with a strong understanding and empathy with our clients and the delivery contexts they face. We therefore need to continue to identify and recruit the best people in the sector and wider market.

Your role will be based in the UK within our Business function. You will report to the Head of Business Development. It is expected that you will work closely with the Head of HR to coordinate staffing, ensuring alignment with internal practices. You will also work closely with our Human Resources Team, Business Teams and Technical Teams to ensure a flow of high-quality staff and consultant applications.

Your Scope of Work

Your role is focused on providing a steady stream of high-quality candidates for a wide range of technical and managerial positions on projects and for staff roles.

The STAS will work flexibly and responsibly to the different project and bid teams needing high quality candidates for proposals as well as new and on-going projects. In addition, you will assist Integrity's various senior managers looking to grow their teams of staff through identifying and attracting high-quality candidates. You will be responsible for driving and exploiting our in-house consultant database, our website-based recruitment platform, and the various available commercial recruitment platforms, including LinkedIn.

You will drive the increased maturity and scalability of our consultant recruitment and management systems, and our staff recruitment and induction processes, building on a range of existing systems and tools. You will lead the consolidation of good recruitment practice within the company.

This is an external facing role, and you will engage with a range of consultants and candidates on project, proposal and staffing requirements. This includes representing and promoting Integrity and our work opportunities on key recruitment fora. You should be attracted to a fast-paced and demanding working environment driven by deadlines and challenges.

Terms of Reference

A. Consultant Identification and Recruitment (40%)

- Leads in recruitment strategy meetings with bid/project teams to ensure a complete understanding of the job requirements, candidate matches, and the qualifications needed to fill the role. Uses these insights to develop and execute effective sourcing strategies.



- Reviews applications and assesses candidate's expertise and qualifications against established criteria.
- Conducts thorough candidate pre-screening interviews and recommends highly qualified and diverse candidates who meet the requirements for the role.
- Negotiates rates and packages with long-term and short-term consultants and project staff.
- Leads outreach to best-of-sector experts, consultants and specialists to grow and develop our network, both in-person and through advertisements via our website and the various commercial recruitment platforms.

B. Staff Identification and Recruitment (30%)

- Consult with Business Heads to forecast quarterly and annual hiring needs by function.
- Coordinate with hiring managers to understand requirements and discuss recruitment strategy for individual staff roles.
- Assist in the advertisement and marketing of staff positions.
- Plan interviews, conduct candidate screening calls and assessments and design selection procedures that reflect the requirements of each staff position.
- Effectively utilise social media and personal networks to identify and outreach both in person and through senior colleagues to generate high quality candidates for roles.
- Foster long-term relationships with past applicants, potential candidates, and alumni.

C. Recruitment Systems Development (30%)

- Lead on the quality assurance, development and exploitation of Integrity's in-house consultant database and consultant management system.
- Provides suggestions and feedback concerning recruitment protocols and procedures, lead staff training on recruitment procedures, streamline company-wide recruitment processes, and brainstorming on improvement on staffing and recruitment proposal writing
- Develops creative ideas and innovative recruitment solutions to source qualified professional and a diverse talent pool including leading on exploitation of LinkedIn and other commercial recruitment platforms.
- Supports the development of recruitment templates and forms (CV templates, reference check forms, common email templates, how-to notes, recruitment manuals).
- Mentor and train colleagues to optimally utilise and exploit these systems.

Your Experience

The successful STAS candidate will have:

- A Bachelor's degree.
- Minimum of five (5) years proven experience in consultant and staff recruitment.
- Proven experience managing a diverse range of vacancies, prioritisation of recruitments and working to 'time to fill' metrics. Strong people skills evidenced by experience working with experts and specialists in recruitment type roles.
- Experience using and mining recruitment and networking platforms.
- Written and oral fluency in English, with excellent communication skills.

It is desirable that the STAS will also:

- Have experience of the international development sector and / or project management related sectors or working to government clients.
- Have an appetite and desire to drive success through meeting challenging deadlines and targets.
- Have French, Arabic or Swahili language skills.

Core Competencies

The STAS should also demonstrate the following core competencies.

Level 1: Team competencies	Level 2-4: Management competencies
<ul style="list-style-type: none"> • Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change 	<ul style="list-style-type: none"> • Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organisational Knowledge • Organisational Alignment • Strategic Thinking • Accountability • Developing Talent

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **30 October 2020**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications**. Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the UK.

Integrity is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



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COMPREHEND
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