

# Job Vacancy

Realise the next step  
of your career

## Talent Acquisition Manager

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, Suffolk



# Introduction

## Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

## About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

## Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

*'you work with friends not colleagues' (Area Technical Sales Manager)*

*'the Company really looks after you as a person' (Technical Administrator)*

*'there is a strong commitment to employees and sense of trust and fairness' (Manager)*

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of the highest IIP accredited organisations in the UK.

Bauder is an Equal Opportunities employer

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# Job Specification

Feb 2024 v4

## Objective:

The Talent Acquisition Manager will play an important part within our busy and successful HR team, proactively and positively contributing to our company's continued growth and expansion. The postholder will report to the HR Director and work closely with the business to support the delivery of a first class, business focussed resourcing and recruitment function both operationally and strategically.

The remit of this role will focus on both internal and external talent pipelines, helping to promote development, internal opportunity, aid staff retention, while simultaneously driving externally based recruitment to secure the best possible talent efficiently and effectively, both now and in the future. This is a fast-paced role, working within a highly driven, high performing environment, and is a great opportunity to join a progressive, successful organisation.

Candidates will ideally be CIPD qualified (level 5), and possess at least 2 years' experience in an internally facing recruitment or talent acquisition function, with broader generalist HR experience being desirable. In addition, you will possess strong communication skills, the ability to influence and should have a hands-on, forward thinking, innovative approach.

Working well in a small team environment, the individual must be prepared to muck-in. Self-drive, team spirit and a keen sense of humour is essential.

## Outline of main responsibilities:

### Recruitment and talent acquisition

- Full end to end recruitment process responsibility, including creating/updating job specifications, briefing vacancies, liaising with recruiting partners, candidate shortlisting, attendance at first and second interviews, managing job offers etc.
- Supporting, advising, coaching and training of new and existing line managers in respect of the recruitment and selection processes and training regarding interview technique
- Management of our recruiting partner PSL and relations with recruiting agents, on-boarding of new agencies, negotiation of fee structure and ensuring correct business fit.
- Regular evaluation of the resourcing progress and responding proactively and creatively to elongated timescales or problematic roles.
- Working within the HR team's KPI's for recruitment and interview scheduling to ensure optimum response with fulfilment of vacancies.
- Keeping abreast of the current market issues and feedback to the HR Director and recruiting managers.
- Co-ordination of the recruitment process, corresponding interviews, paperwork and administration, alongside the HR Co-ordinator.
- Management of recruitment data and metrics, ensuring these are kept up to date and accurate.
- Management of the recruitment budget, and ensuring best use of budget spend.
- Reporting and analysing talent acquisition activity and metrics for the HR Director, team, senior management and recruitment stakeholders.

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## Talent management and succession planning

- Development and management of talent pipelines into the business; to include attraction, identification, development, engagement, and retention of employees.
- Working in conjunction with the HR Director to develop and manage the recruitment and talent acquisition strategy in line with the overarching people strategy, ensuring we are ahead of trends and identify key areas of focus.
- Advise, assist, coach and influence managers and senior managers to make informed decisions in relation to the effective development of their staff.
- To support business performance in relation to organisational business objectives and the HR Business Plan, embedding company values, philosophy and culture at all times.
- To support the HR Director and HR Manager to create a culture of continuous improvement and contribute to the development of HR policies, systems and practices.
- Reporting and analysing talent acquisition activity and recruitment metrics to the HR Director and wider business.

## Attraction and retention

- Applying creative thinking to resourcing and driving new trends through the business to secure top talent.
- Building the employer brand from the outset, understanding the multigenerational workforce and ensuring the candidate journey is at the heart of our processes to build positive and constructive experiences.
- Drive the onboarding process in conjunction with the HR Coordinator, helping to ensure high standards are upheld through innovative thinking and building strong rapport with new starters.
- To champion and drive employee engagement, wellbeing and high performance ensuring that managers understand the motivation drivers in their teams and provide inspirational leadership in line with HR strategy.

## Projects and continuous improvement

- To support HR Director with process improvement in areas such as performance management, developing talent acquisition, wellbeing and culture initiatives.
- Upcoming HR projects:
  - ◇ Support the implementation of a new HR System, to include recruitment and application tracking, to support the candidate journey and employee onboarding, ensuring a seamless and people-centric process.
  - ◇ Support the HR Director and team in the review of the company appraisal system, aligned to internal talent management strategy.

## Learning and development

- Work proactively with the L&D Specialist and wider to team to ensure training opportunities share alignment with how the business can develop its internal talent pipeline.

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- Provide cover and or assistance for L&D specialist as required.
- Supporting L&D Specialist to ensure L&D alignment to strategic HR goals.

## Administration, processes and procedures

We are a small team, therefore a hands-on and willing approach to support the whole HR team is essential.

- Ensure optimum accuracy and continual improvement at all times, working pro-actively to evaluate processes and streamline efficiencies. Adopt an evaluation approach to all tasks to ensure processes, reports and efficiencies evolve with growth and meet the business need with a solution focussed approach.
- Adaptation of resourcing processes to align with changes in legislation.
- Support with the administration and creation of offer letters, contracts and any recruitment documentation.
- Maintenance of employee files and ensure compliance with GDPR at all times.
- Provide ad hoc HR support where necessary, to both the HR Director and HR Manager.

## Key skills/qualifications/criteria:

- CIPD qualified (to at least Level 5) or equivalent experience.
- At least 2 years' experience within an internal recruitment or talent acquisition role.
- Previous experience of up to 3 years in a generalist HR role (advisor/manager) is desirable.
- A forward thinking, creative and pro-active approach.
- Excellent organisation skills, with a structured approach and keen attention to detail.
- Ability to communicate and influence at all levels, engendering trust/confidence and building relationships.
- Demonstrative experience working in fast-pace environments, with the ability to adapt swiftly to changing priorities.
- Technologically minded with previous experience of talent acquisition platforms (ATS, recruitment platforms, talent mapping software, internet sourcing tools).
- Ability to analyse and interpret HR data.
- Ability to work under pressure and to tight deadlines, whilst prioritising workload.
- Sound Employment Law knowledge (including GDPR) and it's application to recruitment, resourcing and talent management activity.
- Rounded helicopter thinking with the ability to apply a cultural and creative approach to problem solving.
- A team-spirited, positive outlook and hands-on approach is essential.

This job specification is non-exhaustive and subject to change as the Company deems necessary.

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A message from the recruiting manager:



**Angeline Barnes, HR Director**

*Allow me to provide an insight into the HR team at Bauder. We are a small team of highly professional individuals priding ourselves on innovative, quality delivery across the business. We may be small, but we are mighty in stature, we work as a cohesive collective, spearheading the people strategy for all aspects of HR functionality and are fully integrated within the business and truly appreciated for what we deliver. We are creative, and always ahead of the curve. Whilst determined, thorough and hardworking, we have fun whilst we work together supporting each other to get the job done. We are honest and transparent, therefore an open-minded team player is a must for us. We have very high standards and high expectations, this our shop window and we take great pride in all we do. Our people are our greatest asset and a belief we hold dear in everything we drive in the HR team.*

*If I have described you and you would like to join a forward thinking, highly successful business, one whom genuinely cares, develops and supports their people, then I would love to hear from you.*

Meet the team:



Simon Fairbank  
HR Manager



Sue Pearson  
L&D Specialist



Caroline Boardman  
HR Co-ordinator

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