

Job Description – Talent Acquisition Partner

Job Title: Talent Acquisition Partner

Location: Onsite – Cheadle, S Manchester

Hours: Full Time (37.5 hours per week Monday – Friday)

Salary: £35,000 - £40,000

Job Purpose:

To deliver a high-quality, end-to-end recruitment service that strengthens organisational capability and supports long-term workforce planning. The role combines strategic hiring expertise with hands-on delivery, ensuring managers receive proactive guidance, market insight, and a consistently positive candidate experience.

Key Responsibilities:

- End-to-end Recruitment Delivery — Manage the full recruitment lifecycle across all business areas, including briefing, sourcing, screening, interviewing, selection, offer management, and onboarding coordination.
- Hiring Manager Partnership — Act as a trusted advisor to managers, providing guidance on role design, market availability, salary benchmarking, assessment methods, and selection decisions.
- Talent Sourcing & Pipelines — Build and maintain talent pipelines using proactive sourcing strategies (LinkedIn, networking, referrals, speculative CVs, sector-specific platforms).
- Employer Brand & Candidate Experience — Champion a consistent employer brand, ensuring all candidates receive a professional, timely, and engaging experience.
- Market Insight & Workforce Planning — Provide data-driven insight on talent trends, competitor activity, salary ranges, and availability to support strategic workforce planning.
- Process & Policy Compliance — Ensure recruitment activity aligns with UK employment law, right-to-work requirements, GDPR, and internal policies.
- Agency & Supplier Management — Develop and manage relationships with external recruitment partners, negotiating terms and ensuring quality and value.
- Reporting & Metrics — Track and report key recruitment metrics (time-to-hire, cost-per-hire, source effectiveness, pipeline diversity) to inform decision-making.
- Onboarding Collaboration — Work closely with managers to ensure smooth, well-structured onboarding for new hires.

Education, Qualifications, Experience, Skills and Capabilities:

- Educated to degree level
- Proven experience in a Talent Acquisition, Recruitment Partner, or Internal Recruiter role, ideally within life sciences, a fast-paced SME or multi-disciplinary environment.
- Strong track record of direct sourcing and reducing reliance on agencies.
- Experience supporting managers with role scoping, selection methods, and offer negotiation.
- Solid understanding of UK employment law, right-to-work, and GDPR in recruitment.

- Understands business priorities and aligns recruitment activity to organisational goals.
- Confident partnering with senior leaders and managers; able to challenge constructively and influence decisions.
- Experienced and skilled in direct sourcing, talent mapping, and building long-term pipelines.
- Strong understanding of behavioural interviewing, competency frameworks, and selection tools.
- Clear, professional communicator with strong written and verbal skills.
- Solutions-focused approach with the ability to navigate complex hiring challenges.
- Data Literacy — comfortable using recruitment metrics to drive improvement and inform strategy.