

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Senior Talent Acquisition Officer

HR, Resources Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The Senior Talent Acquisition Officer plays a key role in delivering an effective, proactive, and innovative resourcing service across West Northamptonshire Council. The postholder will provide advanced operational recruitment support, act as a subject matter expert for hiring managers, and contribute to shaping recruitment approaches that support workforce planning, diversity, and strategic talent needs. This position bridges day-to-day recruitment delivery and strategic resourcing priorities by taking ownership of more complex campaigns, advising on best practice, and supporting the delivery of improvement projects.

Accountable to:

This role is accountable to the Talent Acquisition Manager. The role sits within the HR Services, part of the Resources Directorate in West Northamptonshire Council.

Responsibilities:

1. Lead end-to-end recruitment for a portfolio of services, including hard-to-fill and priority roles, provide expert advice on attraction, selection and assessment design; improving time to hire for critical frontline and statutory roles, reducing vacancy related service pressures, and ensuring recruitment approaches meet equality, transparency and audit requirements.
2. Work in partnership with hiring managers to develop tailored attraction and sourcing plans informed by labour market insights and workforce data; strengthening the quality and diversity of applicant pipelines, supporting workforce planning needs and reducing reliance on highcost interim or agency resourcing.
3. Support and advise on complex or sensitive recruitment campaigns, including senior, specialist or high profile roles; ensuring robust, compliant and high-quality selection processes, with strong candidate experience outcomes, and delivering appointments within governance frameworks.
4. Act as an escalation point for Talent Acquisition Officers and Talent Compliance Officers, offering guidance on queries, processes and problems relating to recruitment activity, including the interpretation and compliance requirements (including CQC related issues); resolving escalations efficiently and improving process consistency and compliance accuracy. -related issues)
5. Represent the Talent Acquisition team at external events, careers fairs, university engagement sessions and other promotional activity; enhancing the Council's employer brand, widening access to public sector careers and increasing interest from priority talent groups.
6. Contribute to shaping and improving recruitment processes, candidate experience and supporting the creation of effective tools, guidance and resources; delivering efficiencies, ensuring greater accessibility and inclusivity, and raising hiring manager capability across the organisation.
7. Support the development of the Early Careers offer, contributing to school, college and university outreach and playing an active role in the coordination and delivery of workexperience programmes, driving increased participation and to help build future talent pipelines.
8. Proactively engaging managers to understand recruitment needs and pipeline, including using internal tools to review vacancies. When inaccuracies in the establishment are noticed, raising this with the HR Advisory team, who will then support managers to take ownership of corrections.

9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to operate as a strategic partner to senior leaders, providing expert advice on workforce planning, attraction strategy and talent risks linked to organisational priorities.	Essential	A, I, P
Ability to translate organisational strategy and priorities into practical and deliverable recruitment solutions.	Essential	A, I, P
Demonstrable ability to lead and deliver complex and specialist recruitment campaigns, using a range of attraction and selection methods.	Essential	A, I, P
Excellent verbal and written communication skills with the ability to influence and challenge credibly and senior management level.	Essential	A, I
Confidence to act as an escalation point for complex recruitment and compliance issues (including CQC), ensuring consistency and high standards.	Essential	A, I
Ability to analyse and interpret recruitment and workforce data to identify trends, risks and opportunities, then present this insight clearly to inform decision-making.	Essential	A, I, P
Proactive and innovative mindset, identifying and supporting implementation of improvements to the candidate experience, efficiency and outcomes.	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
In-depth understanding of recruitment best practice, up-to-date talent acquisition processes and practices	Essential	A, I
Strong knowledge of employment legislation, equality duties and GDPR with ability to apply this confidently in practice	Essential	A, I
Awareness of Adult Social Care and Care Quality Commission (CQC) related recruitment and compliance requirements	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of delivering 360 degree recruitment in a complex or high volume environment.	Essential	A, I
Experience managing hard to fill, specialist or sensitive recruitment campaigns, including working with senior stakeholders.	Essential	A, I
Experience of using data effectively to provide useful management information and ability to interrogate and present data using Microsoft Excel, with the ability to present this data at a senior level.	Essential	A, I
Experience supporting process improvement or service-development activity	Essential	A, I
Experience using the Tribepad ATS system	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Holds a professional qualification (e.g. CIPD Level 5 or CertRP) or an equivalent level of experience.	Essential	A, D
Degree-level education	Desirable	A, D
Evidence of ongoing CPD in recruitment, talent acquisition or HR	Essential	A, I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Job family & salary band:	Professional Support Band 7	Worker type:	Part-flexible
People management responsibility:	N/A	Budget responsibility:	N/A

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.



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