



**Operam Education Group**  
Together developing your career



## Talent Attraction & Retention Executive Vacancy

# Operam Education Group

We're looking for an ambitious and energetic individual to join us, as Group Talent Attraction & Retention Executive. This is a new role and therefore a unique opportunity for the right person to carve out and nurture an exciting and impactful role.

You will be working across all our brands throughout the North West, Yorkshire and Midlands, based out of our newly refurbished Huyton office, which is within walking distance from the train station and has ample car parking.

An attractive salary is on offer for the right person. It's a unique opportunity to join a rapidly expanding company within a vibrant culture.



## ABOUT US

This is an exciting opportunity to join a leading Education Recruitment Group which is highly respected within the education sector. Headed up by an industry leading team who have established an enviable reputation amongst its clients and candidates, as their agency of choice.

Currently consisting of 4 well-established education recruitment agencies who have serviced their localities over decades, we are continuing to build and develop to become a leading force in the North and Midland regions.

Our brands include:

The Education Specialists 

Provide Education 

Teachers UK 



Our innovative and developmental approach as well as our fundamental principles of getting to know the people we do business with, means we are very effective at placing the right teacher and classroom support staff in the right place. We believe our best commodity is our workforce therefore we invest in their development, so we deliver a great service day after day.

Training and support will be given to help you succeed and you will have the opportunity to learn from highly successful team members within an encouraging culture from all around you.

### Accountability:

*Don't get up from the feast of life without paying for your share of it.*

We know others count on us, so we do the best that we can, wherever and whenever.

We keep people informed in an honest, transparent and respectful manner. We are focused, disciplined, and use our initiative to consistently deliver on our promises.

### Applying our knowledge through our experience:

*Knowledge tells you that a tomato is a fruit, experience tells you not to put it in a fruit salad.*

We get to know everyone we do business with, in order to understand their individual needs so we can deliver a bespoke service to them.

We work in partnership with individuals, schools and businesses fostering a collaborative decision-making process underpinned by transparency.

### Fostering innovation and maximising potential:

*To make an omelette you must smash eggs.*

We encourage new ideas and have positive attitudes to change.

We believe in breaking through barriers for great things to happen.

Our values paint a picture about how we do business and are based on our core beliefs and principles.

It is not a list of statements but a live dynamic set of behaviours that our employees exercise each day they come into work. Our values shape our company culture and are a visual set of standards to inform our business partners, candidates and potential employees what to expect when they work with us.

## OBJECTIVES



To manage the internal stakeholder relationships and enhance the candidate journey.

To deliver agreed performance targets in line with the business's expectation and have the over-arching responsibility for the candidate journey.



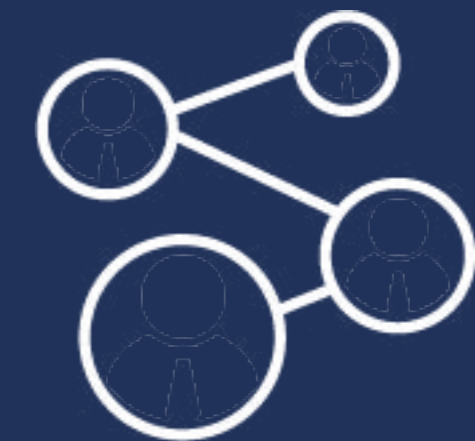
To ensure all company policies and procedures are adhered to along with legal requirements which are critical to the business.



To build and deliver candidate attraction and retention strategies to the brands within the Operam Education Group – internal hires and candidates.



To deliver the agreed operational strategy and live the values of the Operam Education Group.



### Responsibilities of the role

- To manage the full recruitment process cycle
- To develop and deliver effective and innovative talent acquisition strategies to attract and hire top talent
- To enhance the candidate journey experience
- Work in conjunction with all brands within the group to ensure the candidate journey is a positive one, maximising candidate utilisation through the days worked
- Identify innovative strategies to increase attraction and retention
- Participate in social media, using these forums for attracting candidates
- Build and develop relationships with external stakeholders
- To use online tools to generate candidates i.e. website, job boards etc
- Advertise for current and future roles
- Continually pipeline build for the future
- Screen candidates to ensure they meet the business requirements and criteria
- To build and deliver an NQT acquisition campaign across the business
- To be at the forefront of external influences affecting the recruitment and retention of candidates
- Analyse and report on the effectiveness of the attraction and retention of candidates
- Provide regular updates on open positions to the relevant teams
- Network and participate in open days, job fairs and external opportunities (where applicable) to promote the company's brands and reputation
- To monitor and maximise candidate conversions
- Ensure effective communication with all stakeholders, to ensure engagement with the strategy
- Maintain a talent community and stay in active contact with pipeline candidates
- To present a professional, capable and knowledgeable representation of the Operam Education Group
- Weekly, monthly, termly reporting in line with expectations of the leadership team
- The writing of candidate articles for the company website
- To support the management team in all areas of the talent acquisition process

# ABOUT THE ROLE What's on Offer



## CAN DO ATTITUDE

You must have a strong work ethic and be passionate with a 'can do' attitude to succeed. Tenacious and resilient with the ability to persist, ask questions, overcome objections and stay in control.

## COMMUNICATION AND ENGAGEMENT

You should be a good communicator with great phone presence and be able to quickly engage people and build a rapport with them. Being an active listener who can quickly assess what someone's needs are and being able to offer our services through positively influencing them, is a key skill.

## EFFICIENT

You should be efficient, organised and able to know how to prioritise a stretching workload in a fast-paced environment. You have to make good decisions every day about how you spend your time and be able to prioritise.

## INNOVATIVE

Being innovative by presenting your own ideas for improvement and your positive attitude towards change due to operational advances, is an important company value. Having a strong sense of urgency which make things happen and being accountable for your own work in order to meet target driven deadlines, will help you to succeed.

## FOCUSSED

Highly customer focussed, able to develop strong relationships with candidates and the internal team.





## ABOUT THE PERSON



- Good standard of education
- Excellent telephone manner
- Outstanding verbal and written skills
- Experience within a similar role is advantageous
- Problem solver, able to use own initiative
- Proficient organisation skills
- PC literate – Word, Excel PowerPoint, CRM systems
- Experience of multi-tasking
- Desirable – experience of the education sector

## Interested?

If you're looking for your next career move and find this role of interest please email your CV to [careers@operam-education.co.uk](mailto:careers@operam-education.co.uk)



Together Creating Your Opportunity to Develop

Knowing what's possible and believing in yourself because someone else does, means you can reach your career goals.

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