

Job Description

Position / Job Title: Talent Acquisition Project Officer

Location/Building: Studland House

Faculty/Professional Service: HR & OD

Duration if Temporary: 12-month Fixed-Term Contract

Normal Hours per Week: 37

(Some flexibility will be required in order to ensure that key time scales and deadlines are met).

Grade: 5

Accountable to: Recruitment Transformation Manager

Job Purpose

The Talent Acquisition Project Officer will support the delivery of the University's Talent Acquisition Transformation Project, helping to implement improvements to recruitment processes, attraction activities and candidate experience. Working as part of the project team, the postholder will contribute to Talent Acquisition initiatives that support the University's workforce objectives and enhance recruitment practice across the institution.

Working collaboratively with colleagues across Human Resources, hiring managers and key stakeholders, the postholder will coordinate project activities, support stakeholder engagement, gather and analyse information, produce reports and documentation, and assist with the successful implementation of agreed recruitment improvements and new ways of working.

Main Responsibilities

Talent Acquisition Transformation

- Support Talent Acquisition improvement activities by gathering information, maintaining records and assisting with project delivery.
- Assist with the implementation of agreed Talent Acquisition initiatives and changes to recruitment processes and ways of working.
- Coordinate project meetings, workshops and related activities, ensuring actions are recorded and followed up.
- Provide administrative and operational support for project activities, including scheduling meetings, maintaining documentation and monitoring progress against agreed actions.
- Support the delivery of pilot activities and gather feedback to inform ongoing project work.
- Prepare and maintain project documentation, reports, communications and guidance materials to support project delivery and stakeholder engagement.
- Contribute to the smooth and effective delivery of Talent Acquisition projects through effective coordination, communication and organisation.

Employer Brand and Attraction

- Contribute to the development and implementation of the University's Employer Value Proposition (EVP), helping define and communicate what makes the University an employer of choice.
- Help with the design and coordination of recruitment marketing and attraction campaigns that increase awareness of careers at the University.

- Support the development of innovative attraction strategies, including targeted campaigns for hard-to-fill and priority roles.
- Assist with activities to strengthen the University's presence within local communities, schools, colleges, universities and wider talent networks.

Talent Pipeline Development

- Coordinate activities that support employee referral, graduate recruitment and student employment initiatives.
- Assist with the administration and delivery of talent attraction campaigns and events.
- Research and collate information on talent attraction opportunities and good practice.
- Maintain effective relationships with internal and external stakeholders involved in recruitment activities.
- Support initiatives that promote employment opportunities to students, graduates and potential applicants.
- Produce reports and updates on recruitment and attraction activities.

Recruitment Process and Systems Improvement

- Support the review and maintenance of recruitment processes, procedures and supporting documentation.
- Assist with the development and updating of recruitment guidance, templates and manager resources.
- Gather and collate feedback from stakeholders to support the identification of process improvements.
- Contribute to recruitment improvement initiatives through coordination, administration and communication activities.
- Support the implementation of agreed changes to recruitment systems and ways of working.
- Help ensure recruitment information and resources remain accurate, accessible and up to date.

Data, Insight and Reporting

- Maintain recruitment data, records and management information, ensuring accuracy and completeness.
- Produce regular reports and statistical information on recruitment activity and project performance.
- Collate information from a range of sources to support project reporting and decision-making.
- Monitor agreed performance measures and escalate issues, risks or trends as appropriate.
- Support the preparation of dashboards, presentations and reporting materials for stakeholders.
- Contribute to the provision of information required for audits, reviews and continuous improvement activities.

Stakeholder Engagement

- Build and maintain positive working relationships with internal and external stakeholders.
- Coordinate stakeholder meetings, workshops and engagement activities.
- Provide timely information and support to stakeholders involved in Talent Acquisition initiatives.
- Record, monitor and follow up actions arising from meetings and engagement activities.
- Support project communications and engagement activities.
- Gather and collate stakeholder feedback to support project delivery and continuous improvement.

Dimensions

- Supports the delivery of the University-wide Talent Acquisition Transformation Project through the coordination of project activities, communications and stakeholder engagement.
- Contributes to Talent Acquisition projects and initiatives through the provision of project support, research, administration and coordination.
- Coordinates meetings, workshops and project activities, ensuring actions are recorded, monitored and progressed within agreed timescales.
- Collects, maintains and reports on recruitment and project data to support reporting requirements and project objectives.

- Produces reports, project documentation, communications, guidance materials and other supporting information.
- Supports the implementation of agreed recruitment improvements and Talent Acquisition initiatives across the University.
- Works collaboratively with colleagues and stakeholders across Faculties and Professional Services to support project delivery.
- Has no direct line management or budget responsibility.

Contacts

Internal:

- HR & OD colleagues and leaders
- Hiring Managers across Faculties and Professional Services
- Project and Programme Team
- Information Systems & Digital team
- Staff networks and employee representatives

External:

- Recruitment technology and Application Tracking System (ATS) suppliers
- Recruitment advertising partner and agencies
- Jobs boards and recruitment marketing providers
- Universities, colleges, schools and graduate recruitment partners
- Higher Education sector networks
- Dorset Widening Participation Network
- External benchmarking organisations and labour market intelligence providers
- Potential candidates and talent communities

Challenges

- Supporting the delivery of Talent Acquisition projects and improvement activities while managing competing priorities and meeting agreed deadlines.
- Working with a range of stakeholders with differing requirements and priorities to support project objectives and service delivery.
- Assisting with the implementation of recruitment improvements while ensuring compliance with employment legislation, University policies and agreed procedures.
- Gathering, maintaining and reporting recruitment and project information to support project activities and reporting requirements.
- Supporting recruitment attraction activities across a diverse range of professional and academic roles within a competitive labour market.
- Coordinating multiple project activities, meetings and stakeholder requests, often within tight timescales.
- Supporting communication and engagement activities associated with Talent Acquisition initiatives and changes to recruitment processes.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

07/26



Person Specification

Position / Job Title: Talent Acquisition Project Officer		Position No: tbc	
Faculty / Service: HR & OD		Date: July 2026	
SELECTION CRITERIA		Essential / Desirable	
Knowledge (including experience & qualifications)			
Relevant degree, CIPD Level 5 qualification (or equivalent), or substantial relevant experience in recruitment, talent acquisition or HR.		E	
Demonstrable knowledge and practical experience of Talent Acquisition within a large, complex organisation, including attraction, assessment and recruitment best practice.		E	
Knowledge and experience of contributing to the review and improvement of recruitment processes, ensuring an excellent candidate experience and inclusive recruitment practices.		E	
Knowledge and experience of supporting employer branding and attraction activity and supporting talent pipeline development activity.		E	
Knowledge and experience of analysing recruitment data and producing reports to support decision making.		E	
Experience of working collaboratively with a diverse range of stakeholders to support projects and continuous improvement initiatives.		E	
Working knowledge of employment legislation, equality, diversity and inclusion (EDI) principles, and ability to apply it appropriately.		E	
Proficient in Microsoft Office applications, particularly Excel and PowerPoint.		E	
Knowledge and experience of Talent Acquisition within Higher Education.		D	
Knowledge and experience of Applicant Tracking Systems (ATS), recruitment technologies and recruitment marketing.		D	
Awareness of labour market trends and workforce planning principles.		D	
Skills			
Excellent organisational and coordination skills.		E	
Strong analytical and problem-solving ability.		E	
Ability to interpret recruitment data and translate insight into practical recommendations.		E	
Excellent written, verbal and presentation skills		E	
Strong stakeholder engagement and relationship-building skills.		E	
Ability to research, and identify opportunities for improvement		E	
Ability to manage competing priorities and deliver high-quality work to deadlines.		E	
Strong Excel, data, and reporting skills		E	
Attributes			
Committed improving Talent Acquisition and candidate experience.		E	
Curious, innovative and motivated by continuous improvement.		E	
Collaborative, approachable and able to work effectively across teams.		E	
Proactive, well organised and self-motivated.		E	
Adaptable and comfortable working in a changing environment.		E	
Committed to equality, diversity and inclusion.		E	
Customer-focused with a commitment to delivering an excellent service.		E	
Positive attitude towards safeguarding		E	