Job Description

Recruitment and Talent Advisor (6-month FTC)

July 2022
Our challenge

Welcome to Smart Energy GB. It’s our task to engage everyone in England, Scotland and Wales with the national rollout of smart meters - and we are all thrilled to have this once-in-a-career chance to communicate with the whole of our diverse nation.

Every British home and microbusiness has the opportunity to upgrade to new gas and electricity smart meters, which will utterly transform the way we all buy and use energy and pave the way to a smarter, more energy efficient future. It’s one of the biggest technological and infrastructural investments of our time, the smart meter rollout has already converted just under 40 per cent of British households. The goal for this voluntary technological upgrade is to engage every household in Great Britain, and so there is a continuing critical role for Smart Energy GB in the years ahead (government has recently indicated that Smart Energy GB’s campaign should continue until at least 2025, and potentially beyond).
Our campaign is one of the most far-reaching of any campaign in the country. We are talking to consumers from all backgrounds, across the whole of Great Britain. Our legal duties mean that we have a particular need to make sure that consumers who are harder to reach or need greater support are not left behind (already an important part of our responsibilities and likely to be an increasing focus over the period leading to the expected end of the rollout in 2025).

It’s an exciting time to join one of the most talented and creative teams in the country. We have an exciting mission, and we pride ourselves on having a fully inclusive working environment.

We love what we do. We are flexible, eager to learn and hugely motivated by this chance to be part of one of the biggest-ever behaviour change campaigns, which brings with it benefits for both individual households and the environment.

We’re looking forward to meeting you, and hope you’ll be as fired up about the challenge ahead as we are.

The Smart Energy GB team
The Smart Energy GB team

Our team culture is uniquely exciting and restless. We get out of bed in the morning because teamwork, communication and creativity will help us change the future of Great Britain. We are passionate, excited, caring, collaborative and confident.

We have offices in Cardiff, Edinburgh and London. We ensure our team is managed and developed to a high standard at Smart Energy GB. To us that means going above and beyond expectations and minimum requirements, in a way we believe makes a positive difference.

We reward our team in innovative ways, and aim to maintain a team culture where everyone is motivated by Smart Energy GB being a great place to work.

We promote an inclusive, productive flexible working environment that supports our team and their families by facilitating a healthy work/life balance.

We want every new employee to feel welcome and part of the team from day one. Our comprehensive onboarding process gives new starters the opportunity to meet with every team within the organisation in an informative but informal way.

We do not believe any member of our team should have to wait to make the most of our benefits package and so these are available from their first day.

We want every member of our team to feel excited about coming to work, and that their hard work is recognised as making a difference.

Recognised by the industry
The role

Job title: Recruitment and Talent Advisor
Contract: Part-time (6 months FTC)
Job salary: £40,000 - £45,000 per annum (pro-rata)
Reports to: Deputy Director of People
Job location: London (hybrid-working)
Deadline: 22nd July 2022

Purpose of the job

This role sits within the People team at Smart Energy GB who need a talent and recruitment specialist to take over open roles, end-to-end (search to appointment), in what is a very busy period within the team and the wider organisation.

We are looking for someone who has a solid track record of talent acquisition and onboarding within the media, advertising and the wider creative industry. This role will suit someone who is confident in approaching both active and passive candidates, can work with recruitment agencies to deliver results, deeply understands and applies good practice when hiring people and is aware what role the employer value proposition (EVP) plays when hiring for businesses like ours. A good understanding of recruitment best practice, targeted recruitment and recruitment metrics is essential.

A collaborative, results-driven individual with a can-do mind set will thrive in this role.

Whilst the role’s thrust will be on recruitment and talent acquisition, a background in learning and development (L&D) or People Management will be a huge advantage. In addition to attracting and recruiting talent, the People team at Smart Energy GB are set to deliver against organisation-wide objectives relating to L&D, capability, culture and retention over the coming months; having the right mix of skills within the team will help the People team achieve this.

We are committed to diversity and inclusion and we put it at the heart of all our decision-making starting with recruitment. We have several interventions in place that will help us achieve shifts within our population make-up for under-represented areas. You will be
required to demonstrate your passion for diversity and inclusion you and your ability to operate by keeping diversity and inclusion at the centre of talent acquisition.

We would expect the incumbent to quickly develop a sound understanding of who we are as a business, what our aims and objectives are over the next three years (as we enter into an important phase of the roll-out) to be able to attract talent with the right combination of experience and skills.

**Key tasks / responsibilities**

- Partnering with Hiring Managers at all levels within the organisation to design and implement end-to-end recruitment campaigns that will identify candidates with the right blend of skills, knowledge and behaviours
- Provide expertise and support with job descriptions, sourcing strategies (targeted recruitment), interview and assessment design and criteria and interview techniques
- Being a knowledgeable hands-on full lifecycle recruitment specialist across a variety of roles in disciplines of Marketing, Public Relations, Corporate Affairs and Operations
- Managing stakeholders and building relationships, externally with suppliers at all levels including Agencies and other PSL (preferred supplier list) partners and internally with hiring Managers at all levels of the organisation
- Understanding the SEGB approach to recruitment and hiring which is a combination of direct, agency and targeted hiring
- Applying the best practice (industry and SEGB-specific) to attracting and hiring talent
- Produce recruitment dashboard information and generate reports and data in support of our diversity and inclusion efforts
- Working with colleagues and hiring managers to build and deliver a resourcing plan by leveraging targeted recruitment approaches, tools and actions (Rooney rule, Disability Confident) to build high quality candidate pipelines and identify passive as well as active prospective candidates
- Support the Deputy Director of People with other initiatives involving learning and development, culture and capability building on an ad-hoc basis
Skills, experience and competencies

Essential:

- Demonstrable experience of talent acquisition within the creative, media and/or marketing sector
- Understanding of recruitment metrics and targeted recruitment approaches
- Ability to manage multiple stakeholders (internal and external)
- Ability to cross-collaborate and manage expectations of internal hiring managers
- Ability to prioritise and deliver results under tight deadlines
- Excellent verbal and written communication
- A can-do mindset with the ability to work within a fast-paced environment
- Ability to independently manage their own workload
- A diversity and inclusion champion who approaches recruitment with EDI at its heart [
  please read our diversity section below to get more details]
- Appreciation of the objectives and activities of Smart Energy GB
- Appreciate the diversity of the people and communities of Great Britain and embrace this diversity in your approach to work

Desirable:

- Some experience of learning and development initiatives or a background in HR (strongly desirable)
- Ability to apply project management approach to roles
Diversity

Smart Energy GB is an equal opportunity employer and we value diversity. We use data to measure the effectiveness of our attraction and selection methods to ensure that they are fair and equitable and that opportunities at Smart Energy GB are accessible to people from all backgrounds.

We actively encourage applications from currently under-represented groups. We have identified ethnic minority, lower socio-economic background, disability and gender as the key areas we would like to focus our recruitment efforts in.

What do we do at Smart Energy GB to promote diversity and inclusion?

Every person who applies for a role at Smart Energy GB is asked to complete a diversity questionnaire and they are asked whether or not they consent to their diversity data being taken into consideration at the shortlisting stage. Please could you complete the questionnaire with your application - https://www.surveymonkey.co.uk/r/SEGBRecruitmentEDMonitoringForm2022

1. Rooney Rule
We are building a team that is able to understand the needs of and effectively communicate with the whole of our diverse nation. We want our team to reflect the diversity of the wider population, in terms of the representation of people from ethnic minority and lower socio-economic backgrounds.

If consent is given, of the candidates who meet the essential selection criteria for the role and who are from ethnic minority or lower socio-economic backgrounds, at least one will be shortlisted for the next stage in the recruitment process, which is usually an interview.

2. Disability
All disabled applicants who meet the minimum requirements of the job as set out in the job description will be guaranteed an interview, if consent is given for this data to be taken into consideration at the shortlisting stage.

If there’s anything we can do to make our interview process or working environment more inclusive and to meet your particular needs please let us know. Our offices have full wheelchair access.

To apply for the role

Please send your CV and cover letter to: iwanttojoin@smartenergyGB.org.

Smart Energy GB is an equal opportunity employer and we track equal opportunity data to make our recruitment and selection practices as inclusive as possible. Please could you complete our short questionnaire -
If you use assistive technology (such as a screen reader) and need a version of this document in a more accessible format, please email iwanttojoin@smartenergygb.org. Please tell us what format you need. It will help us if you say what assistive technology you use. An audio/visual version is also available upon request.

The benefits

Every member of our team goes above and beyond, helps one another out and contributes to the achievement of our ambitious goals. We think it’s only right for us to reward them accordingly:

• Competitive pension scheme
• 25 days annual leave pro-rata (plus bank holidays)
• Gym memberships
• Private medical insurance
• Annual health check
• Annual eye test
• Season ticket loan
• Five annual volunteer days
• Option to buy additional annual leave
• Option to take out a personal loan
• Cycle to work scheme
• Free standard breakfast and healthy snacks provided in the office
• An in-house wellbeing programme, Thrive