Who are we?

Positive Futures is positive about people. We transform peoples' lives every day. We support people who have a learning disability, acquired brain injury and autism.

The bottom line is this: wonderful things can and do happen when people get the right support, at the right time, from the right people.

What does Talent Acquisition Lead do?

Put simply, your job is to provide excellent HR support:

To help you to do this, you will:

- receive a full and paid induction
- work as part of our high performing, dedicated HR Team
- receive regular support from your manager
- have opportunities for training, professional development and career progression

What team will I join?

You will join the Talent Acquisition & Engagement Team in our wider People Function

POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.

Job Title	Talent Acquisition Lead
Reports to	Talent Acquisition & Engagement Specialist
Directorate	People & Digital Directorate

Purpose of Role

Positive Futures supports people with a learning disability, acquired brain injury and autism to achieve their dreams and transform their lives. Delivering that mission depends on having a workforce that is values-led, capable, sustainable and aligned to both current and future service needs.

The Talent Acquisition Lead exists to partner with services and leaders on talent acquisition, across Positive Futures in Northern Ireland and Ireland. The postholder will ensure the organisation can attract, recruit and retain the right people, hold accountability for right to work, immigration and sponsorship compliance, and lead the team that keeps recruitment running smoothly, while also supporting work to strengthen workforce planning, supporting internal progression and help services plan for the workforce they need in the future.

Main Responsibilities

1) Talent Acquisition Lead

Purpose:
Ensure talent acquisition activity is well led, values-based and aligned to organisational need, so Positive Futures attracts and appoints the right people in a timely and effective way.

Key responsibilities

- Support the Talent Acquisition & Engagement Specialist to ensure the delivery of a high-quality talent acquisition service across Positive Futures in Northern Ireland and Ireland to ensure it is values-led and aligned to organisational priorities.
- Lead on senior, complex and hard-to-fill recruitment activity where required.
- Support a reduction in agency reliance through stronger planning, effective attraction approaches and sustainable recruitment activity.
- Develop effective relationships with wider external stakeholders or partners, such as but not limited to, Universities, Job Centres, Recruitment Event Groups, Agencies.
- Lead on recruitment retention initiatives including talent pooling, reserve lists and recruitment pipeline measurement & improvement.
- Provide regular recruitment and selection training to the organisation, whilst ensuring content and procedures remain in line with up to date legal and regulatory frameworks.

2) Right to Work, Immigration and Sponsorship Lead

Purpose:
Ensure Positive Futures stays compliant in right to work, immigration and sponsorship across Northern Ireland and Ireland, with clear accountability, accurate records and sound assurance.

Key responsibilities

- Hold accountability for right to work, immigration and sponsorship compliance, including decisions on sponsorship requests.
- Manage the organisation's UKVI sponsorship licence responsibilities, including Certificate of Sponsorship assignment, SMS management and reporting duties, to ensure future workforce sustainability.
- Maintain working relationships with the relevant authorities in Northern Ireland and Ireland.
- Review and quality assure right to work, and sponsorship activity and report risks and issues to the Talent Acquisition & Engagement Specialist.
- Support managers, candidates and colleagues with the right to work and sponsorship requirements through clear guidance, training and practical support.

3) Talent Attraction and Candidate Experience Champion

Purpose:
Strengthen how Positive Futures attracts and connects with talent by improving employer brand, attraction approaches and candidate experience.

Key responsibilities

- Work in conjunction with the PR, Marketing and Communications department to develop a strong employer brand and approach to talent attraction.
- Develop attraction approaches across relevant channels to improve reach, interest and quality of applicants.
- Ensure the candidate journey is positive, inclusive, accessible and reflective of Positive Futures' values.
- Use candidate feedback, recruitment insight and labour market knowledge to improve attraction and candidate experience.
- Support recruitment approaches that connect clearly to the organisation's purpose, culture and values and strengthen Positive Futures' external profile as an employer of choice.
- Provide Support & absence cover for Employee Engagement as and where required.

4) Recruitment Operations, Systems and Team Lead

Purpose:
Ensure recruitment systems, compliance, processes and team arrangements support efficient, high-quality and user-friendly delivery.

Key responsibilities

- Lead and support the HR Administrators responsible for recruitment delivery, ensuring clear priorities, accountability and continuous development in a person-centred way and ensure effective performance management.
- Lead the effective use and continuous improvement of recruitment systems and tools to support delivery, compliance and insight.
- Ensure recruitment and onboarding processes are streamlined, practical and easy for managers and candidates to navigate.
- Maintain oversight of agency relationships and contracts, ensuring quality and value for money.
- Support the Talent Acquisition & Engagement Specialist with development & continuous improvement across relevant systems and processes.
- Act as Access NI Lead Signatory for the organisation.

5) Workforce Insight and Continuous Improvement Champion

Purpose:
Use workforce insight, recruitment data and external intelligence to inform planning, improve performance and support better workforce decisions across the organisation.

Key responsibilities

- Analyse recruitment and workforce data to identify trends, risks, opportunities and improvement priorities.
- Use labour market insight, candidate feedback and workforce information to support planning and decision-making.
- Develop and provide meaningful management information, reports and dashboards on recruitment and workforce planning activity.
- Translate data and insight into practical recommendations for services, leaders and the wider organisation.
- Lead improvement initiatives to strengthen recruitment performance and workforce sustainability.
- Ensure workforce insight contributes to wider organisational planning and service improvement.

6) Workforce Planning, Pathways and Role Design Support

Purpose:
Support the Talent Acquisition & Engagement Specialist and the Learning and Development Specialist to strengthen workforce sustainability through workforce planning, clearer career pathways and well designed roles.

Key responsibilities

- Support workforce planning activity aligned to organisational priorities, service need and future workforce demand.
- Support leaders and managers to think ahead about workforce requirements, risks and opportunities within their areas.
- Support the design and development of career pathways, progression routes and workforce planning approaches across key roles and services.
- Lead the review and development of job profiles to ensure clarity, consistency and alignment to organisational need.
- Support work on role design and workforce models where these impact recruitment, progression or workforce sustainability.
- Ensure role and workforce design activity is practical, clearly communicated and informed by service need.

How success will be measured

- Vacancies are filled in a timely way that supports safe and effective service delivery.
- Vacancy levels and agency usage reduce over time through better planning, attraction and sustainable staffing approaches.
- Recruitment activity attracts candidates who align well with Positive Futures' values and role requirements.
- Candidate experience improves, evidenced through feedback, engagement and recruitment journey measures.
- Employer brand activity strengthens reach, relevance and effectiveness across target audiences.
- Career pathways and progression routes become clearer and more visible across key roles and services.
- Workforce planning is used more consistently to support service decisions and future workforce readiness.
- Recruitment and workforce insight is translated into clear actions that improve performance and sustainability.
- Right to work and sponsorship compliance is maintained, with deadlines met and audit findings closed on time.
- The recruitment administration team is well led, supported and developing.

Other Duties

- Understand and respect confidentiality and maintain personal data in line with Positive Futures' policies, procedures and guidance.
- Carry out your duties and responsibilities in line with relevant health and safety and risk management policies and procedures.
- Ensure that risk management processes are complied with, risks are clearly identified, and mitigation actions are taken.
- Build and develop positive working relationships within your team and across other teams and departments.
- Develop and maintain positive professional working relationships with HSC Trust staff, HSE staff, education providers and other key individuals and organisations in the interests of the people we support.
- Seek to make continuous improvements in your area of work.
- Represent the service, department and or organisation as required.
- Promote and encourage involvement and engagement with the people we support so their views and aspirations inform workforce and recruitment approaches.
- Attend staff training courses, seminars and conferences as required for the organisation.
- Work flexibly within contracted hours to meet the needs of the department, if required.
- Contribute to research and evaluation activities within the organisation.
- Make effective use of information, communication and technology systems in order to carry out the responsibilities of the post.
- Any other duties as required by your line manager.

The Chief Executive must be contacted in the event of all media enquiries.

How do I apply for this job?

Complete an application form online stating how you meet the following criteria for this job in the shortlisting section of the application form. We will use this shortlisting section to decide whether to invite you to an interview.

To apply for this role, you MUST have:

- A minimum of two years' experience in recruitment, resourcing or talent acquisition
- Demonstrable experience in a compliance role, requiring strong attention to detail and management of complex right to work compliance, immigration or UKVI sponsorship
- Experience delivering talent attraction, employer branding or recruitment improvement initiatives using data and insight to improve outcomes
- Experience using HR & Data management systems, to maintain staff and candidate data to include Applicant Tracking Systems (ATS) and HRIS systems such as iTrent, People XD, or Cascade
- Full, valid driving licence or the ability to travel independently to meet the requirements of the post.

To apply for this role, we would also LIKE YOU to have:

- Experience of managing a UKVI Sponsorship Licence including Certificate of Sponsorship Assignment, SMS management and UK Skilled Worker visa route.
- HR Qualification – Level 5 or above
- CIPD Membership (Associate or above)

If you meet the shortlisting criteria, you will be invited to attend an interview.

To be successful at interview and ensure the people we support receive the highest quality service, you need to:

- Share our **POSITIVE** values
- Have the right skills (or competencies) needed for the job.

Our Values

“Our values” are what underpin everything we do in Positive Futures.

PEOPLE FIRST – our people are at the heart of everything we do.

OPPORTUNITIES – we seek out opportunities that enrich lives and empower people.

SUSTAINABILITY – we strive for positive social, economic and environmental benefits for now and in the future.

INNOVATION – we embrace creativity and continuous learning to reimagine and refine our unique person-centred support.

TENACIOUS – we don’t give up – we believe in making the impossible, possible.

INCLUSION – our staff and people we support are our strength, we listen and learn together.

VALUE FOR MONEY – delivering impactful, life changing results with efficiency and integrity.

EXPERTISE – we look beyond limitations in our pursuit of excellence.

Our Competencies

You need to have the following skills (competencies) to help the people we support to live the life they want.

Positive Futures' competencies	You need to be:
Respectful and Understanding Others	• Kind and work well with others, treating them with respect and dignity • Understand the needs of others
Effective Communication	• Able to communicate effectively with others, verbally and non-verbally
Working with and Developing Others	• Able to be an active, positive and co-operative member of the team • Helpful towards others when they need support • Able to provide informed and timely HR advice & guidance
Results and Quality Focus	• Focussed on the best interests of people we support and our staff • Able to provide high quality HR advice and support
Problem Solving and Decision Making	• Open minded and able to resolve difficulties • Able to make good decisions
Resilience to Change and Challenges	• Open to change and new developments/ initiatives • Able to adapt well to new and unfamiliar situations • Resilient and cope well when challenges arise

The people we support and our staff are at the heart of all that we do.

As a valued member of staff, you can avail of our attractive salary and benefits package (the detail of all your benefits will be included in your job contract).

Pay

1. £34,850.00
2. £35,875.00
3. £36,900.00
4. £37,925.00
5. £38,950.00

The above salary scales are based on full-time hours (37.5 hours per week). Salary for part-time hours will be calculated on a pro rata basis.

Holidays

33-37 days paid per holiday year
You will earn one extra day per year up to 37 days

Pension

We offer a contributary pension scheme - we pay 4% for eligible staff alongside your contribution of 5%

Training and Support

You will receive induction, relevant training, and a regular 1:1 support meeting with your manager. We also provide opportunities for team development and, when needed, specialist training for teams.
We will support you to develop your career and, complete external and/ or accredited training programmes relevant to your role.