

Our Purpose

Working together to secure a thriving future for the railway and for the communities we serve

Your Role: Talent Acquisition Specialist

Your Purpose

To deliver high-quality, inclusive and efficient recruitment for your allocated function, while being cross-skilled to support recruitment activity across the whole organisation.

You will provide excellent candidate care, strong hiring manager support, and contribute to delivering best-in-class assessment and selection.

You play a key role in building talent pipelines and ensuring our processes remain barrier-free, compliant and aligned to the organisation's inclusion and workforce priorities.

Your Talent's

- ✓ Experience delivering end-to-end recruitment across a range of roles.
- ✓ Ability to confidently run attraction, sourcing and assessment activity.
- ✓ Understanding of recruitment best practice and employment law requirements.
- ✓ Skilled in managing candidate pipelines, assessments and hiring manager relationships.
- ✓ Able to prioritise and manage volume at pace, with excellent organisation and attention to detail.
- ✓ Confident using recruitment systems (ATS) and supporting accurate data capture.
- ✓ Committed to inclusive hiring, fair selection and barrier-free candidate experience.
- ✓ Strong communication, judgement and customer-focused decision-making.
- ✓ Ideally hold required certifications (Test User Ability – Occupational, and RSSB MMI)



Your Responsibilities & Accountabilities

- ✓ Own end-to-end recruitment for your allocated function, delivering timely and high-quality hiring outcomes.
- ✓ Support recruitment across all other areas when needed, being fully cross-skilled in operational, specialist and assessment processes.
- ✓ Lead on delivery of assessment centres across all roles to support selection processes
- ✓ Deliver consistent, inclusive and fair selection through structured assessment, interviews and candidate evaluation.
- ✓ Build and maintain healthy pipelines to support workforce plans and course allocation.
- ✓ Provide trusted guidance and recruitment expertise to hiring managers.
- ✓ Deliver attraction and sourcing activity tailored to different role types and diversity goals.
- ✓ Ensure recruitment processes remain barrier-free for under-represented groups.
- ✓ Maintain high standards of compliance, accuracy and documentation.
- ✓ Issue contracts of employment, arrange induction and ensure that new entrant documentation is complete and correct (ensuring right to work status and criminal record history is satisfactory).
- ✓ Provide excellent candidate experience through timely, clear and supportive communication.
- ✓ Ensure accurate and up-to-date ATS records and support recruitment reporting needs.
- ✓ Champion inclusive hiring practices across every stage of the process.
- ✓ Support continuous improvement, including process reviews, system updates and new ways of working.
- ✓ Support with outreach events engaging with our target audience and under-represented groups

What we trust you to do – (Authority to Act)

- ✓ Manage your recruitment portfolio independently, prioritising activity to meet hiring needs.
- ✓ Progress diverse candidates fairly and consistently, supporting inclusive shortlists and hiring outcomes.
- ✓ Make informed sourcing and assessment decisions aligned to best practice and workforce needs.
- ✓ Maintain accurate and compliant recruitment records and ensure all legal requirements are met.
- ✓ Resolve day to day recruitment issues quickly to keep processes and candidate journeys on track.

Our ways of working

- ✓ **We think what if**
We Listen, We Learn, We Improve.
- ✓ **We show we care**
We look out for people. We do what we can to help.
- ✓ **We make great things happen**
Whilst keeping it simple.



Date created 25/03/2026

Approved by DRAFT