



PEOPLE AND TALENT MANAGER

Plus X is a network of innovation hubs, we create inspiring workspaces that unlocks potential, driving business growth and innovation, global collaboration and positive local impact. We are looking to attract people to join Plus X from a wide variety background who can add their unique experience and perspective and help us deliver on our ambitious goals.

Job summary

As People and Talent Manager, your responsible for sourcing, attracting and hiring the best possible talent for roles within Plus X, as well as supporting on range People (HR) areas of responsibility and strategic projects. Your primary focus will be on attracting, recruiting and hiring the best people. As well as supporting the Head of People and Culture on strategic people projects and ongoing deliverables.

You will report to the Head of People and Culture and work alongside our fantastic Diversity and Inclusion Lead.

Location: Hybrid - Plus X is expanding into the Home Counties from early 2023. Until then the role will be based in Hayes and/ or Brighton. From early 2023 you must be able to travel to the Home Counties 1-2 days a week

Open to full time, job shares or part time (minimum 4 days a week)

Responsibilities and Duties

Main Duties:

- End to end responsibility for the entire Plus X hiring process from job design through to on-boarding. Embodying our values throughout and supporting inclusive hiring practices.
- This role is a balance of strategic and operational. The operational include screening, interviewing, offering roles and producing the paperwork to ensure we have the most efficient and effective positive experience for candidates and hiring managers.
- Bring your creativity and ideas to update the overall recruitment process e.g interview packs, sourcing strategy, on-boarding experience. Produce updated documentation and upskill the business in new tools and ways of working.
- Establish and manage relationships with external recruiters as well as direct advertising, hiring and headhunting.
- Ensure Plus X compliance with relevant UK employment law and best practice.
- Put in place recruitment metric reporting cycle to review our measurements of success with the leadership team and wider business e.g recruitment budget vs actual, time to hire, cost per hire
- Support the Head of People and Culture with wider strategic projects such as performance and development review, benefits review, reward review etc.

- Key stakeholders:
 - Internal – Leadership team, hiring managers.
 - External- potential candidates, external agencies, job boards.

Key Result Areas

- Cost per hire reduction
- Time to hire reduction
- High ratio of offers to acceptance (currently 100%)
- Positive feedback from hiring managers and candidates on experience

Qualifications and Skills

- You will have vast in-house experience with hiring talent through search, headhunting and direct advertising.
- You will have some experience within a generalist people (HR) based role.
- You will have experience of managing every aspect of the hiring cycle from job design through to onboarding.
- You're process driven, data and experience focused, strong in implementing and testing new ideas, and comfortable with change.
- You must have experience of being the only recruitment person in the people function and be comfortable both planning and doing.
- Partner with hiring managers to best understand their needs and to educate and implement best practice for the recruitment process.
- Be able to manage third party recruitment agencies, SLA's and know how to get the best out of them.
- Understand reporting and improving conversion rates - and demonstrate how you have made a difference.
- Have a collaborative style and 'can-do' attitude

We value great behaviours, just as much as qualifications and skills. We recognise talent is everywhere however opportunities are not. Therefore, if you are excited about working for us and can do most of what we are looking for, go ahead and apply! Even if you can't tick 100% of the list!

Salary and Benefits

Salary range: £38,000-£45,000 dependent upon experience

Plus X is proud to offer the following benefits to its team:

- Company laptop – option of Mac or Windows XP
- Flexible work with core hours of 10-4
- 25 days holiday (plus bank holidays)
- 2 x volunteering days per year
- Hayes office has access to free gym, Brighton twice a week yoga classes
- All staff have the opportunity to be trained and accredited mental health first aiders

- Pension scheme up to 8% contribution in total
- Focus on learning and development, growing company with growing opportunities
- Focus on collaboration, team success and non-hierarchical culture
- Regular all company communication meetings – fortnightly and quarterly
- Seasonal socials including team building, summer family day and winter party
- Quarterly all team surveys to check in on teams' happiness

Plus X knows inclusive and diverse teams are strong teams. We support and encourages diversity to unlock potential and drive further innovation. We believe in equal opportunities and are committed to a fair and accessible recruitment process. If you have any questions or require any assistance during the application or interview process, please contact our Inclusion and Diversity Lead: Jesshills@plusx.space [01273 056128](tel:01273056128)