

Job Opportunity

Title: Talent Acquisition Advisor

Department: Talent Acquisition team within the People
Department

Reporting to: Head of Talent Acquisition

fladgate



Listed in The Times 'Best Law Firms', Fladgate is a leading UK-based law firm focused across the Corporate, Private Wealth, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £100m with over 400 people, all operating from a single office based in Covent Garden, London.

Role Specification

This is a fantastic opportunity to join a close-knit, friendly and supportive team of 15 professionals, led by our Chief People Officer and Partner. The team covers the key areas of Talent Acquisition (including Early Careers), People Advisory, Learning & Development, Inclusion, Reward & Benefits and Payroll, working collaboratively to support the firm and its people.

As Talent Acquisition Advisor, you will be tasked with the recruitment of a full range of employees, predominantly within business services, but there will also be opportunities to handle fee earner vacancies where capacity allows.

You will work closely with the Head of Talent Acquisition and Senior Talent Acquisition Advisor, acting as brand ambassador to increase our recruitment and retention programme; constantly reviewing and refreshing working practices to ensure the continued success of our long-term talent strategy. As a firm we are committed to a fair, diverse and socially mobile process and it is essential that the successful candidate take a lead role in driving this forward both internally and externally in line with our strategic goals.

We are keen to recruit an individual with experience in direct sourcing and would welcome applications from those coming via an in house and or agency background.

Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.

Nicola Thomas, Head of Talent Acquisition

Key Responsibilities

- Manage recruitment activity within business services, from advertising to appointment. Maintain and update recruitment activity on HR systems.
- Draft job descriptions for new approved vacancies.
- Conduct initial CV screening of candidates and provide your recommendations to the recruiting partner or manager.
- Conduct interviews, where appropriate.
- Liaise closely with partners and managers to understand their recruitment needs and recommend the most appropriate hiring methods.
- Carry out reviews to make recommendations of appropriate market rate salaries.
- Work closely with the Talent Acquisition Administrator in the arrangement of interviews.
- Work closely with the Talent Acquisition Administrator with onboarding and background checks for new joiners.
- A focus on direct sourcing where possible but ensuring the continued management of relationships with external agencies where a direct source cannot be achieved.
- Raise the firm's profile for direct candidate attraction and actively source candidates using alternative mediums, for example LinkedIn, and external job boards.
- Build and maintain strong relationships with the internal stakeholders and hiring partners and managers.
- Continually review best practice relating to selection criteria and methods of assessment, taking into consideration inclusion & diversity, social mobility and non-discrimination.
- Liaise with candidates and agents regarding interview feedback and offers of employment and take responsibility for the first draft of offer correspondence.
- Work closely with the Senior Talent Acquisition Advisor and Talent Acquisition and People Administrators with regards to the onboarding and induction of new joiners.
- Maintain terms and conditions with recruitment agents.

- Assist in a range of team-wide activities such as graduate and solicitor apprentice assessment days and vacation schemes where required.
- Assist the HR Operations team with wider tasks or projects as required.
- Ensure the careers section of the company website is kept up to date.
- Consistently review best practice and conduct research to keep abreast of market trends and information pertaining to salary reviews.

Person Specification

The ideal candidate will have:

- A minimum of 3 years' experience within legal recruitment, whether from a recruitment agency or in-house.
- A passion for and demonstrable experience in direct sourcing.
- A team player with the ability to forge strong relationships across the business and specifically with stakeholders involved in recruitment.
- A professional, willing and 'can do' attitude.
- A flexible approach to office based and hybrid working; recognising that at peak times there may be a need to be physically present in the office more often.
- Highly accurate and with a keen attention to detail in all areas of work.
- Excellent planning and organisational skills.
- Demonstrates initiative and takes ownership of work.
- A lateral thinker, who can suggest new ideas.
- Good time management skills, and a proven ability to multi-task.
- Calm confident and resilient. Able to offer credible advice.
- Excellent verbal and written communication skills.
- Strong IT skills.
- Good negotiation skills with the ability to influence and persuade.

We are looking for an individual who presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues. |

Benefits



Benefits

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office- based and home working which is a discretionary benefit depending on the role and responsibilities.

On joining	• Life assurance scheme – 5x annual salary (non-contributory) • Annual holiday entitlement – 26 days per calendar year (full time) • Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees) • Recruitment (staff introduction) bonus – £1,000 - 5,000 • Personal training/yoga – free weekly sessions • Free online GP service – 24/7 video GP consultations • Yoga and physical training sessions • Hybrid working allowance • Everyday lifestyle savings via Vivup • IHG hotels discounts
After 2 months	• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled) • Processed via salary sacrifice 50% of employer NI savings added to contribution
After 3 months	• Group income protection • Season ticket interest free loan • Private Dental Plan – payable through monthly payroll • Gymflex scheme • Eye test vouchers – every two years • Cycle to Work scheme
After 6 months	• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid • Marriage/Civil Partnership gift • Private Medical Insurance Scheme

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.

Family Friendly Policies

Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies cover:



Maternity

We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility. If eligible, EMP provides 100% of your salary in weeks 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

Paternity – The firm offer an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



Shared Parental Leave (SPL) – SPL

allows parents to take up to 50 weeks' shared leave in total, following the birth or adoption of a child.



Adoption and Surrogacy

Full details can be found in our staff handbook, which will be provided upon offer of employment.



Ordinary Parental Leave – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

*further details of our family friendly policies can be found in the Staff Handbook

Inclusion & Diversity

Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

Developing a diverse leadership – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 35% female representation by 2027.

Attracting a diverse workforce – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

I&D at Fladgate →

As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word 'personal'. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not 'soft' business aspirations, they are fundamental to our success.

Helen Curtis-Goulding
I&D Partner Lead



Wellbeing

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.



Physical Health

- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app
- Bupa private medical insurance (optional benefit to join after six months' service)



Financial Health

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management



Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week



Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

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