



Talent Attraction Manager

Statement of Work

Interim Talent Attraction Manager

Contract Duration: 6 Months

Location: Acorn House, Highbridge

Reporting to: People Director

1. Purpose of the Engagement

The Interim Talent Attraction Manager will provide leadership and delivery across key recruitment initiatives to ensure continuity, compliance, and best practice during a period of transition. This role will support the People Director in stabilising current recruitment activity, embedding governance, and preparing the team for the permanent appointment. They will also support operational recruitment in delivering up to 600 hires per year.

2. Deliverables

The Interim Talent Attraction Manager will be responsible for the following core deliverables during the fixed term period:

1. Recruitment Governance

- Implement, maintain, and oversee governance processes to ensure recruitment activity aligns with company policies, budgetary controls, and compliance requirements.
- Provide regular reporting and insight to the People Director and senior stakeholders.
- Connecting and partnering with Hiring Managers, People Partners and People services to embed correct processes.

2. PSL & Recruitment Budget Management

- Introduce procedure and governance around the PSL and guideline in which to engage the business and provide a supported contingency for operating outside of PSL when required.
- Shared accountability for managing the Preferred Supplier List (PSL) and recruitment budget.
- Collaborate with People Partners and hiring managers to ensure cost-effective and compliant supplier usage.

3. Onboarding Process & System Integration

- Drive improvements in the end-to-end onboarding process, from MyYeo to Eploy. Co-created with both the People Services team and recruitment team.
- Ensure a seamless candidate experience and uphold data integrity across all recruitment and onboarding systems.
- Communicate and engage the wider business with changes to the processes and improvements.
- UAT plan properly executed using a select group of highly engaged co-owners.



4. Hiring Manager Training & Capability Building

- Design and deliver training for hiring managers on:
 - Compliance (including modern slavery obligations).
 - Interview calibration and assessment consistency.
 - Candidate evaluation and note storage.
 - Mitigating unconscious bias.
 - Best practice hiring behaviours.
- Develop a rollout plan, hitting the highest risk areas of the business first.
- Involve key group of stakeholders to formulate the training and provide feedback as part of the rollout plan.

5. Shaping the Future Model & Transition Support

- Work in partnership with the People Director to design and recommend the future structure and operating model of the recruitment team.
- Support the onboarding and transition of the permanent Talent Attraction Manager to ensure a smooth handover of responsibilities.
- Provide insight, expertise, guidance and direction of wider context to the team, providing expertise and nurturing leadership.

3. Key Outputs & Success Measures

- Documented and embedded recruitment governance framework.
- Proposal for future team structure and recruitment model agreed with the People Director.
- Evidence of active PSL and budget management, with reporting provided to senior stakeholders.
- Improved onboarding process with demonstrable system and process integrity.
- Training programme delivered to hiring managers, with positive feedback and improved compliance.

4. Duration & Termination

- This Statement of Work covers a fixed term of six (6) months.
- Either party may terminate with 4 weeks written notice, subject to contract terms.

5. Governance & Reporting

- The Interim Talent Attraction Manager will report directly to the People Director.



- Progress against deliverables will be reviewed in weekly check-ins and via monthly performance updates.