

## **Role Title: Talent and Culture Specialist**

### **Who we are**

Since Aire Logic was founded in 2007, we have been committed to improving the relationship between technology and clinical practice. We are the largest specialist Health & Care consultancy in the UK, working on many national NHS and regional Health & Care IT solutions. However, we are equally involved in supporting smaller projects and work extensively on Health & Care innovation projects with clinicians and academics.

Aire Logic's activities fall broadly into three categories: offering technical consulting on architecture and IT strategy, providing agile delivery and DevOps services, and creating innovative healthcare IT products. Naturally, these areas have a lot of overlap, and one of the main strengths of our company is that we have experience across all stages of an IT delivery programme, from the initial strategy and architecture, to implementing an appropriate solution that will achieve your organisation's specific aims.

We are looking for an energetic individual to be an ambassador and help grow our presence in the Manchester region and to support our existing project teams. You may have previously worked in recruitment but are now looking for a more expansive role with an ethically focussed business.

### **Job role and core responsibilities**

One of Aire Logic's core principles is about looking after our colleagues so our recruitment team likes to go above and beyond traditional talent acquisition and look after not only placing people on projects, but making sure colleagues are happy and fulfilled in their new role. As a member of the recruitment team you will be expected to work collaboratively with team mates - as well as the wider operations team to help achieve the following objectives:

- Source candidates for projects using tools available, e.g LinkedIn, Indeed, job boards etc
- Help manage recruitment partnerships with external agencies and sub suppliers
- Act in an account management capacity for various customers that we work with
- Provide administration support, including updating/formatting CVs, booking interviews and the onboarding of new permanent employees
- Make sure candidates are a suitable match for their projects and participate in horizon planning and bench management e.g, tech stack, experience, personality
- Check in with new staff on projects to support job satisfaction and suitability
- Send technical tests and gather feedback from employees
- Give candidates feedback after tests and interviews

- Help refine and manage recruitment processes, improving our efficiency and capacity to grow
- Attend job fairs to promote Aire Logic and recruit new staff
- Flexible to take on other responsibilities within the operation team
- Attend various meetings to understand different projects and their needs

### **Skills and Experience**

The ideal candidate will be enthusiastic and dynamic and willing to turn their hand to anything. Experience in the following is desirable

- Previous experience and knowledge of the Yorkshire and Manchester recruitment market, ideally the IT sector
- Friendly and effective communicator, including an exceptional telephone manner  
Able to build and maintain relationships with candidates and clients
- Excellent time management and task prioritisation skills
- Resilient and strong character
- Strong problem solving skills
- The ability to think creatively,
- The ability to motivate and inspire others
- The willingness to help other people
- Good analytical and decision-making skills
- Be fun, approachable and likeable

### **What we can offer**

<https://airelogic.com/>

- 25 days holiday per annum rising to 30 days after 7 years service;
- EOT bonus (up to £3,600 of which is tax free) in addition to generous discretionary annual bonus;
- Above average pension scheme
- Death in service scheme
- Workplace wellness scheme through Plumm Health;
- Aire Time - Aire Logic's personal development and social value framework, enabling our staff to take paid time out of work to pursue career development or invest in their local communities;
- Free Yoga classes; cycle to work scheme; wellness days
- Friendly team and regular social events, including our famous annual away weekends and beer fridge Fridays;
- Experience of working in a fast growing, innovative company
- Interesting / challenging projects always in the tech4good realm
- Flexible, inclusive working conditions including elements like shared parental leave.
- City centre locations, near to the train station.