

Senior Talent Acquisition Specialist – Arcola Energy Ltd.

Arcola Energy, a Ballard Power Systems company, is one of the fastest growing hydrogen technology companies in the UK, working with some of the most progressive local authorities, fleet operators and OEMs to meet their zero-emission targets. Arcola has more than 10 years of experience in delivering solutions that address the deployment gap between rapidly evolving low-carbon technologies and production-ready solutions.



Position: Senior Talent Acquisition Specialist
Reports to: Head of HR
Location: Flexible

Job Description

The Senior Talent Acquisition Specialist will be responsible for sourcing and identifying top talent to join our team. They will be required to build collaborative relationships with leaders across the business to be an influential advisor and coach on best practices in recruitment and internal processes. We hire exceptionally smart, analytical, and hard-working people who are lifelong learners.

Principal Accountabilities and tasks

- Manage the full cycle recruitment process for jobs in UK and Europe, including drafting role descriptions, job ads, and pre-screening
- In collaboration with Director, Global Talent Acquisition, define, implement, and drive a global Talent Acquisition strategy to support organisational and HR initiatives
- Determine selection criteria for candidates by partnering with hiring managers to identify needs in different areas and departments
- Enhance, standardise, and train on our high-quality screening and selection process, continually testing for effectiveness
- Create and maintain interview questions that reflect the technical competencies for each position
- Plan interview and selection procedures, including screening calls, assessments, and in-person interviews – if possible
- Assess candidates' information, including C.V.s., portfolios and references
- Organise and attend job fairs and recruitment events to build a strong candidate pipeline and promote our company brand
- Keep records of all materials used for recruitment, including interview notes and related paperwork, to share with key stakeholders
- Maintain a world class candidate experience for all applicants
- Remain current and apply expert use of external talent networks to proactively source and pursue qualified candidates
- Acquire, report, and leverage competitive intelligence for hard to fill roles
- Become a social media "Brand Ambassador" by innovating and promoting the Arcola Energy Brand
- Develop and maintain meaningful working relationships with third parties such as search firms, job websites, social media, and post-secondary institutions

Skills and Experience

- Post-secondary education in a relevant discipline (i.e. Human Resources, Business Administration, etc.)
 - Demonstrable experience as a Recruiter / Talent Acquisition Specialist within UK and Europe engineering and manufacturing industries
 - Previous experience working in an agency / head hunting environment would be an asset
 - Experience with full cycle recruiting, using various interview techniques and evaluation methods
 - Cross-cultural sensitivity, knowledge of and ability to work with people of diverse backgrounds.
 - Experience using both internet recruitment sources and Applicant Tracking Systems to source candidates and build talent pipelines
 - Ability to build strong relationships, manage expectations and execution for both candidates and hiring managers.
 - High attention to detail and the ability to work with hiring managers to prioritize candidates and roles to meet hiring needs.
 - Proficiency in documenting processes and keeping up with industry trends
 - Strong interpersonal skills and a customer service orientation/attitude
 - Strong written, presentation/verbal, and negotiation skills
 - Ability to travel internationally when needed (up to 20% annually)
 - Demonstrated sensitivity and discretion when handling confidential information
 - Demonstrated ability to perform and prioritize multiple tasks in a fast paced, high-volume environment
 - Demonstrated ability to be professional, calm, flexible, resilient, solution oriented, and creative
- Arcola Energy values diversity in the workplace and is committed to Employment Equity. We encourage applications from all qualified candidates

General

- Be knowledgeable about the full range of Arcola Energy work
- Represent Arcola Energy in a professional manner
- Have general knowledge of the function and structure of various Arcola Energy departments
- Work with Arcola Energy to deliver the best possible outcomes across all organisations
- Suggest and implement approved improvements to company processes

What you'll receive in return:

- Competitive salary, based on experience
- Support towards CEng accreditation and your membership fees paid for IET/MechE
- Flexible work arrangements
- An opportunity to directly impact projects – from concept through to production
- Free tickets to the Arcola Theatre (subject to availability), and Arcola staff discount on food and drink in café/bar

About Arcola:

Arcola Energy delivers solutions that significantly improve environmental performance compared to incumbent technologies, contributing to the development of cleaner, greener, more secure, more democratic energy and transport systems, enabling healthier living for everyone.

We are committed to fostering a diverse work environment and are proud to be an equal opportunity employer. As we highly value diversity in our current and future team, we do not discriminate on the basis of race, religion, colour, national origin, gender or gender expression, sexual orientation, age, marital status, disability or any other characteristic protected by law.

To apply, email: jobs@arcolaenergy.com