Transport for Greater Manchester

Role Profile

Role: **Talent Acquisition Advisor**
Career Grade

Directorate: People

Salary Band: Band 5 and Band 6

Post reference: CEO58

Job Evaluation Date: September 2026

Role statement of purpose:

Talent Acquisition Advisor - Level 1
To provide effective talent acquisition advice and support to managers, enabling recruitment vacancies to progress efficiently from vacancy approval through to offer stage. The role supports managers and candidates end to end through the recruitment process, excluding pre-employment checks, and contributes to a fair, consistent and high-quality candidate and hiring manager experience.

Talent Acquisition Advisor - Level 2
To proactively manage recruitment campaigns and provide a trusted talent acquisition service to managers. The role leads more complex recruitment activity, supports continuous improvement across the recruitment lifecycle and contributes, at the appropriate level, to strategic projects linked to Strategic Workforce Planning, ED&I, EVP and candidate experience.

Reports to: Talent Acquisition Manager

	Key Role Outputs(KROs) *these set out what must be achieved for the post holder to be successful in the role*	**Key Actions for Level 1 Role** *These set out how the KROs will be achieved – the activities required.*	**Key Actions for Level 2 Role** *These set out how the KROs will be achieved – the activities required* (inc all aspects for Level 1)
1.	Effective delivery of recruitment vacancies through high-quality manager advice, campaign coordination and candidate support.	Provide advice, guidance and practical support to hiring managers throughout the recruitment lifecycle, from vacancy planning and attraction through to offer stage, excluding pre-employment checks. Keep up to date with recruitment good practice, inclusive hiring practice and relevant employment legislation.	Provide advice, guidance and support to line managers on recruitment and selection and onboarding activities in line with policy and procedures. Schedule, plan and attend careers events, including securing appropriate resources and support from relevant functions across TfGM to promote the organisation as an employer of choice.

		Support managers to apply recruitment policy, selection practice and inclusive hiring principles consistently and fairly. Coordinate recruitment campaigns to keep vacancies moving at pace, maintaining clear communication with managers, candidates and internal stakeholders. Support hiring managers with attraction, shortlisting, assessment planning, interview coordination and selection outcomes. Ensure recruitment communications reflect TfGM's employer brand and provide a positive, inclusive candidate experience. Keep accurate recruitment records and use recruitment systems effectively to support timely vacancy progression and reporting.	Participate as an assessor in recruitment and selection activities as required.
2.	Efficient management of recruitment campaigns that meet business needs and support TfGM's workforce priorities.	Analyse resource plans and work with managers to develop plans to fulfil requirements. Monitor and challenge resourcing controls for employee and non-employee resource requests and provide alternative solutions to address resourcing needs. Plan, deliver and complete recruitment activity for assigned vacancies, including job briefing, attraction, advertising, candidate screening, assessment support and offer management. Work with hiring managers and the wider People team to identify	Identify process issues and escalate improvement opportunities to the Talent Acquisition Manager. Network and build partnerships with external groups who represent diverse backgrounds to maximise opportunities to attract and recruit from under-represented groups. Support with developing future talent pipelines for hard to fill roles, including ongoing engagement to build relationships with suitable candidates. Contribute to research and

		suitable attraction routes, support diverse candidate reach and strengthen TfGM's employer brand. Contribute to vacancy planning, talent pipeline activity and recruitment campaigns that support Strategic Workforce Planning, ED&I objectives and future skills needs.	identifying innovative ways to source talent for roles across the organisation.
3.	Effective use of recruitment data and system insight to support vacancy progression, reporting and continuous improvement.	Use recruitment data, system reports and campaign feedback to monitor vacancy progress, identify blockers and inform improvements to recruitment activity. Propose changes to processes based on insight where needed.	Contribute to the development of improvements to processes and systems based on data and insights.
4.	Support the development of clear, inclusive and compelling role profiles and recruitment materials.	Provide support and advice to recruiting managers for the review and development of compelling role profiles.	Undertake the job evaluation process, including scoring roles, attending panels and providing feedback to recruiting managers.
5.	Contribution to recruitment policy, process improvement and candidate experience activity.	Contribute to the review of policies relating to resourcing, including drafting policies and guidance documents in line with legislation and good practice	Work with the HR Operations team to strengthen the policy and guidance documentation offer at TfGM
6.	Support delivery of Talent Acquisition and Inclusion projects and improvement initiatives.	Support the Talent Acquisition and Inclusion team on relevant project activity, including Strategic Workforce Planning, ED&I, EVP, attraction and candidate experience improvements.	Coordinate and deliver Talent Acquisition and Inclusion initiatives within agreed scope, timescales and objectives.

7.	Support effective recruitment administration and vacancy coordination within the Talent Acquisition and Inclusion team as required.	Complete ad hoc administration duties across the recruitment lifecycle as required Contribute to continual reviews of the effectiveness of the administration processes and suggest/implement improvements as required	
	Compulsory Outputs (COs) *these set out what must be achieved for the post holder to be successful in the role*	**Key Actions** *These set out how the COs will be achieved – the activities required.*	
C1	Ensure you comply with all applicable organisational legislation and policy:	• TfGM Safety Management System (In particular section SMS 201 Roles and Responsibilities) • Dignity at Work policy; • Information assurance and security in line with Cabinet Office requirements; • Risk management • TfGM policies and procedures • Equality and diversity legislation • TfGM Vision & Values • Act in accordance with TfGM's behaviours and competencies	
C2	Any other reasonable duties as required from time to time		

Key Interdependencies	
Key Contacts	People Team Finance Team TfGM Managers External Recruitment Agencies External GM Employers
Direct reports	None
Budgetary responsibility	None
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

Office Use Only	**Updated**	**Updated**	**Updated**	**Updated**
Created By:				

Hannah Cressey September 2026				

Transport for Greater Manchester

Person Specification

	Talent Acquisition Advisor - Level 1 ***(Knowledge, skills and experience required at selection stage)***
E	**Essential Experience:**
E1	Experience of providing recruitment or talent acquisition advice and support within a professional People, HR or recruitment environment.
E2	Experience and understanding of good practice recruitment and selection, including supporting managers to run fair, inclusive and effective recruitment campaigns.
E3	Experience of using recruitment, applicant tracking or HR systems to progress vacancies, maintain accurate records and produce data or insight.
E4	Experience of working in a client centred environment
E5	Experience of providing administrative support to a professional function or department
E6	Self-motivated to produce high quality work, working with conflicting priorities
E7	Experience of working with sensitive and confidential materials under legislation
E8	Understanding of employment law legislation and its application in practice
E9	Proven ability to organise and work within a variety of areas consistently to high standard ensuring that all work is checked and authorised by the appropriate manager
D	**Desirable experience:**
D1	Experience of working for a public sector organisation with an understanding of governance requirements
EQ	**Essential Qualifications – Technical, Vocational or educational**
EQ1	A level qualification or equivalent levels of experience
DQ	**Desirable Qualifications – Technical, Vocational or educational:**
DQ1	CIPD qualification
EA	**Essential Attributes:**
EA1	Excellent interpersonal skills - ability to communicate effectively and efficiently with a wide variety of people at all levels using different methods
EA2	The ability to build rapport quickly with key stakeholders
EA3	Excellent organisational skills and the ability to manage conflicting priorities
EA4	Develops own knowledge through CPD and application of employment law and best practice
EA5	The ability to work as part of a wider business team at an operational level whilst remaining professionally balanced and focused
EA6	Awareness of when to escalate issues or concerns to the Resourcing Partner
EA7	Ability to work to a variety of deadlines, sometimes conflicting

	Talent Acquisition Advisor - Level 2 (includes L1 requirements) ***(Knowledge, skills and experience required at selection stage)***
E	**Essential Experience:**
E1	Experience of advising, coaching and supporting managers through recruitment activity, including more complex campaigns or hard-to-fill vacancies.
E2	Experience of building effective working relationships with hiring managers, People colleagues, candidates and external recruitment partners.
E3	Experience of devising robust recruitment and selection materials to support fair and transparent recruitment and selection activities
E4	Experience of working within a unionised environment
E5	Strong working knowledge of employment law and good practice application

DQ	**Desirable Experience – Technical, Vocational or educational:**
DQ1	Experience of contributing to change, improvement or project activity linked to recruitment delivery, candidate experience, ED&I, EVP or Strategic Workforce Planning.
EQ	**Essential Qualifications – Technical, Vocational or educational**
EQ1	A level qualification or equivalent levels of experience
DQ	**Desirable Qualifications – Technical, Vocational or educational:**
DQ1	CIPD qualification
EA	**Essential Attributes:**
EA1	Confident communicator, able to communicate verbally and in writing with internal and external stakeholders
EA2	Pro-active approach to continuous improvement of processes and systems
EA3	Ability to influence others
EA4	Demonstrates behaviours which align with the organisation's values
EA5	Ability to work to a variety of deadlines, sometimes conflicting