

# RESEARCHER

## CANDIDATE INSIGHT AND ENGAGEMENT / SOURCING

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Hiring Manager: Andrew Barton, Head of Candidate Insight

If you'd like to have a confidential conversation about this role,  
please email [Andrew.Barton@penna.com](mailto:Andrew.Barton@penna.com) or  
[Gemma.Matin@penna.com](mailto:Gemma.Matin@penna.com)



# ABOUT THE ROLE

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## Brief

- We're Penna. We help our clients **find**, **excite** and **secure** the right talent.
- As specialists, we know how tricky all of this can be, which is where our Candidate Insight and Engagement Service comes in.
- And in return, you'll work with a friendly, supportive team and enjoy all the benefits you'd expect from an organisation with a global network.

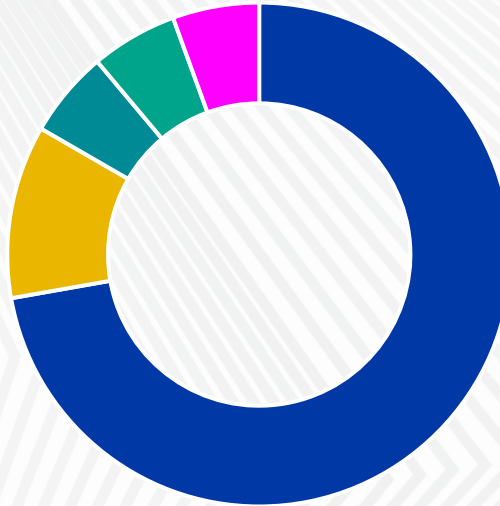
## Role Purpose

- To find exciting talent for our clients in local government.
- Use modern and digital approaches to sourcing talent using platforms such as LinkedIn
- To have meaningful and substantive qualifying conversations with talent to assess their suitability against specific role briefs and job descriptions
- To learn the management systems we use to manage and monitor our campaign progress.

# WHAT YOU'LL DO

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A typical week might be



- Sourcing the best talent for your roles
- Updating and tracking of progress on management systems
- Training and Development



# KEY RELATIONSHIPS

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PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Head of Candidate Insight & Engagement	Line manager
Team Members	Be their line manager and coach
Clients and Candidates	Proactively manage relationships in line with service level agreements
Penna and Stafford Long employees	Be collaborative with all colleagues and build good working relationships with stakeholders to encourage business growth

# PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

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- Professional approach to work
- Ability to work as part of a team and manage a team/individuals
- Excellent communication skills both internally and externally
- Ability to manage conflicting deadlines
- Proactive and positive 'can do' attitude
- Ability to act on own initiative
- Accuracy/attention to detail
- Ability to manage projects outside of normal responsibilities
- Ability to work and remain calm under pressure and to meet deadlines
- Being approachable to the business
- Excellent query and problem solving skills

# PENNA'S COMMITMENT

We are a family at Penna and Stafford Long and believe in fairness and equality across all approaches to recruitment, development, opportunity, and responsibility.

## **Diversity Promise**

Our promise is to organise our services in a way that is universally accessible and useful for everyone. To do that well, we believe we need to create and sustain a workforce that's more representative of the candidates and clients we serve.

Penna is committed to creating a diverse and inclusive workforce that respects and embraces difference. Our employees and our company thrive when we get this right. We aim to create a workplace that celebrates the diversity of our employees, clients, and the contractors we work with. We will endeavour to create recruitment solutions that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation and national origin.

Our internal programmes and external work with our clients make us proud to be an Equal Opportunity and Inclusive Employer.

If you have a disability or health condition that requires accommodation or reasonable adjustments made during the recruitment process, please let us know by emailing [people@penna.com](mailto:people@penna.com).

Our full guidance and commitment to your application and how we may use your personal information during the application process can be found here: <https://www.penna.com/candidate-care/> and <https://www.penna.com/privacy-policy>

Together we are better, together we are Penna.

# PENNA BEHAVIOURS

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We all aspire and work towards demonstrating the behaviours consistent with the Family values; Accountable, Supportive, Collaborative and Inspiring as listed below:

<b>ACCOUNTABLE</b> Does what they say they will do	<ul style="list-style-type: none"><li>• Builds open, honest and realistic relationships with customers and colleagues</li><li>• Reliable and acts with integrity</li><li>• Determined and passionate about delivery of the best</li><li>• Accountable and inclusive</li></ul>
<b>SUPPORTIVE</b> Creates an environment where people can give of their best	<ul style="list-style-type: none"><li>• Seeks to understand the needs and concerns of others</li><li>• Creates a learning environment</li><li>• Seeks feedback from other in order to learn and develop</li><li>• Inspires others to achieve their goals</li></ul>
<b>COLLABORATIVE</b> Works as part of one team	<ul style="list-style-type: none"><li>• Pulls together to put the customer first</li><li>• Support colleagues without waiting to be asked</li><li>• Helps others succeed and celebrate their success</li><li>• Actively looks to break down barriers and finds ways to work together</li></ul>
<b>INSPIRING</b> Creates new possibilities	<ul style="list-style-type: none"><li>• Comes to work to make a difference, sets high goals and gives 100% personal energy</li><li>• Believes in what we do and demonstrates this through actions</li><li>• Regularly challenges thinking and is open to new ideas and ways of working</li><li>• Has ambition and confidence to do things in new ways and to create and deliver inspirational solutions</li></ul>