



## Talent Acquisition Consultant – Legal

Ashurst's People and Culture Team, Sydney or Brisbane

### About Ashurst:

Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit [www.ashurst.com](http://www.ashurst.com).

### Team overview:

Our internal talent acquisition team is dedicated to finding the best people for the firm and providing top-tier service to our stakeholders.

With 7 talent acquisition specialists based across Sydney and Brisbane we manage the end-to-end recruitment of all legal, risk advisory, business support and partner roles on a national basis. We're a close-knit, fun team with a national and international presence, a strong track-record and rapport within the firm, and a keen interest in trivia.

As a member of the team, the Consultant will work with senior stakeholders and the wider People and Culture team to ensure Ashurst has access to high performing diverse talent pools along with an effective employer brand and an efficient assessment and selection processes.

The Consultant will manage the end-to-end talent acquisition process for fee earner roles in all Australian offices where specialist talent acquisition expertise is required.

The Consultant will lead multiple talent acquisition projects including, but not limited to;

- Building our external reputation to attract top talent through LinkedIn, advertising and via third party recruiters
- Develop materials and training to ensure hiring Partners win in the war for talent
- Improve talent acquisition processes to streamline hiring, reduce time to fill vacancies and to improve our offer to acceptance rates
- Develop channels and working processes that ensure the firm sources more candidates directly
- Develop agency relationships, so we have strong commercial arrangements in place with a core group of agencies that reflect and promote the Ashurst brand across all our markets
- Develop practices to support global alignment of our recruiting function so that we can leverage our global footprint as a distinctive and competitive advantage in all area of talent acquisition

	<p>This role is pivotal in building the profile of the Australian Ashurst offices through liaising with external candidates and agencies as well as continuing to develop the reputation of the resourcing team within the firm.</p> <p>This role reports to the Senior Talent Acquisition Manager.</p>
<p><b>Job overview:</b></p>	<ul style="list-style-type: none"> <li>• Build the brand of Ashurst through liaising with external candidates, building direct candidate networks, as well as continuing to foster key agency relationships</li> <li>• Manage the end-to-end talent acquisition process for lawyer vacancies in Australia; including drafting job descriptions, screening applications, recommending shortlists, scheduling interviews, booking rooms/VC facilities for interviews, conducting interviews and agreeing offers with HR and line managers</li> <li>• Collate interview feedback from interviewers and candidates, and provide feedback to candidates on their progress</li> <li>• Research and create market maps/LinkedIn searches for specific vacancies, and headhunt selected candidates after consultation with relevant partners/hiring managers</li> <li>• Organising skills testing for a range of roles</li> <li>• Organise and chair multi-agency briefings</li> <li>• Ensuring good administration of internal candidate management and vacancy system, including closing finalised roles, moving candidates through workflow stages, ensuring all contact is recorded against candidates' profiles, and ensuring all hire and cost data is recorded against each role</li> <li>• Advise and coordinate resourcing plans for specific roles and wider growth for hiring managers, including talent acquisition campaigns into other countries</li> <li>• Build strong relationships with partners/managers by advising on suitable methods of recruiting, and ensuring that their talent acquisition requirements are met in a professional and timely manner</li> <li>• Commercially manage the service from recruitment agencies</li> <li>• Meet with P&amp;C business partners and hiring managers to discuss resourcing options and processes with a level of diplomacy</li> <li>• Keeping line managers, P&amp;C business partners and the National Resourcing Managers informed of progress of talent acquisition campaigns and escalate any issues to the National Resourcing Managers</li> <li>• Liaise with resourcing and P&amp;C business partners in other Ashurst offices to assist in sourcing candidates for roles they are managing and to attract candidates based in their regions for Australia based roles</li> <li>• Proactively use direct sourcing methods including referrals, LinkedIn, job boards and talent banks to reduce talent acquisition costs</li> <li>• Advise on and devise appropriate interview templates and testing for vacancies</li> <li>• Create talent acquisition collateral and share best practice across the firm</li> </ul>
<p><b>Essential skills and experience:</b></p>	<ul style="list-style-type: none"> <li>• Proven in-house or agency end-to-end talent acquisition experience within the legal sector – minimum 3 years' experience</li> </ul>

	<ul style="list-style-type: none"><li>• Advanced interviewing skills with experience of interviewing candidates from a legal background</li><li>• Ability to develop effective working relationships with hiring managers across different time zones</li><li>• Strong people, partnership, relationship management and consulting skills</li><li>• Ability to think outside the box and adopt new search methodologies for analysing and assessing talent</li><li>• Experience of utilising social media tools to develop employer brand and candidate sourcing techniques</li><li>• Proven ability to develop rapport and relationships with candidates to best serve and promote the firm's brand</li><li>• Ability to work under pressure and meet tight deadlines</li><li>• Ability to stay focussed and prioritise workload in a fast-paced environment</li></ul>
<b>Background checks:</b>	<p>In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.</p>