Downloaded from <https://www.velvetjobs.com/job-descriptions/head-talent-acquisition>

# Example of Head Talent Acquisition Job Description

Our innovative and growing company is looking to fill the role of head talent acquisition. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for head talent acquisition

* Mapping, building, managing, and continuously improving all staffing processes that impact the candidate, Hiring Manager, and new-hire experience, including computer and work space set up, document management, and staffing workflow
* Managing third party vendor relationships and ensure performance metrics are appropriate and monitored
* True operational partner to the GTO
* Identify areas of opportunity within engineering talent acquisition and globally work to implement improvement recommendations and measure effectiveness
* Develop an outsourced/contract talent acquisition strategy in place that enables team to deliver against peaks in business need
* Identify areas of opportunity within the talent acquisition function globally and work to implement improvement recommendations and measure effectiveness
* Translate talent needs into local talent acquisition strategy and plan, in partnership with area Leadership team, HR director and Global HR team
* Oversee the full sourcing, recruitment and selection process, managing and developing the team of professional recruiters
* Personally handle recruitment for key executive roles and critical senior positions
* Create innovative sourcing solutions that expand, deepen and enrich diverse talent pools

## Qualifications for head talent acquisition

* Candidate selected for this role must have previous experience building strategies for the Talent Acquisition/Recruiting space to attract candidates
* Lead and manage the implementation of the Employee Value Proposition strategy
* Experience managing and implementing large-scale communication or branding strategies
* MBA in an applicable discipline such as Business or Marketing or Communications, work force staffing Marketing
* 3+ years of experience supporting high volume hourly hiring / workforce staffing on large scale
* 2+ year of leadership experience of small to mid-size teams (up to 10 manager and analysts)