



Job/Person Specification

Interim Talent / Resourcing Coordinator

Talis is the UK's leading supplier of library management systems. We are recognised for delivering innovative solutions that support and enrich education, learning and local communities.

Today more than one quarter of UK academic and public libraries have successfully implemented our library management suite, enabling libraries to deliver the dynamic services required by their users.

Talis is a privately owned, well established and innovative software company. We are trusted by our customers now enjoying the benefits of semantic web technologies. Our culture is one of innovation, fun and challenge. We know that the right people considering their own future will choose innovative and effective ways to increase opportunity for all.

The Role

We are looking for someone to help make a real difference with our talent attraction activities at Talis, specifically focussing on recruitment. This role will be to research, implement and document new recruitment practices at Talis. As a small company where each person has responsibilities for their own areas, Talis require someone who is flexible, smart, and likes working across the entire organisation. The successful candidate will have excellent organisation and planning skills, and will need to quickly build relationships both inside and outside Talis, whilst continually learning and developing their abilities.

This role will involve:

- Working with the managers and the HR officer to define role descriptions that effectively attract people to Talis
- Writing recruitment copy and job descriptions that help to attract the best candidates
- Developing relationships to disseminate information about our current and future requirements, and using commercial negotiation skills to develop the right partnership arrangements beyond Talis
- Search and selection using targeted recruitment activities
- Selecting relevant tools to support search and selection initiatives (such as recruitment software tools, job portals, job boards, advertising brand awareness, LinkedIn)
- Organising all aspects of the recruitment process (including interview scheduling, selection activities, developing assessment activities)
- Liaising with candidates at all times throughout the process, and also with any other relevant third parties
- Administering the various activities relating to recruitment, including filing of CVs, equal opportunities activities etc.
- Supporting the HR officer with the administration of annual leave and sick leave, and also with induction activities and occasionally with employment relations issues
- Working with the marketing and design teams on the development of a new career area on the Talis website



Talis is fast paced, challenging and fun. We are an innovative company and we will need to use imaginative, thorough and effective methods to develop our talent pool.

The salary for this post will be £18 - £25k depending on skills and experience, though this may be flexible for an exceptional candidate. We envisage you working on average a 36.25 hour, five day week. Annual leave entitlement is 22 days and benefits include immediate cover on a healthcare cash plan, laptop and flexible working. This role is on an initial 12 month contract.

How do I apply:

If you are highly motivated, want a demanding yet rewarding career in an ever changing software environment, please send your CV to careers@talis.com .

Talis Information Limited
Knights Court, Solihull Parkway
Birmingham Business Park
Birmingham
B37 7YB

Please note that the selection process will involve a series of interviews.

These details do not form part of any contract.

Talis is an equal opportunities employer. All applicants are considered on the grounds of individual ability regardless of factors such as gender, age, race, ethnic origin or disability.