



GILSON GRAY

LAW • PROPERTY • FINANCE

Talent Acquisition Specialist
Department: HR
Location: Various Locations
Contract type: Full-time or Part-time,
Permanent

About Gilson Gray

Gilson Gray's Human Resources team are part of Gilson Gray's continually growing organisation. Gilson Gray LLP are a comprehensive law firm, offering expert legal, property and financial services.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, North Berwick, Lincoln and London we focus on ensuring we provide the highest level of advice and on-going service to our clients. We are ambitious and have significantly grown the team over the course of the last year. We pride ourselves in looking after our clients personally and providing the utmost standard of service.

This role would be based in any of our office locations, but ideally in Edinburgh.

Our Team

We are looking to hire a highly driven Talent Acquisition Specialist to join one of our successful HR Department.

We are an enthusiastic team that support each other in order to achieve a great working environment. We value each other's expertise and opinion and pride ourselves in offering an inclusive, enjoyable and motivating place to work.

The Role

We are looking to further strengthen our current team with the appointment of an experienced candidate.

As a Talent Acquisition Specialist at Gilson Gray you'll be responsible for:

- Overseeing the recruitment and hiring processes.
- Developing effective recruitment strategies, managing the talent acquisition processes and ensuring the company attracts and retains the best talent.
- Working with the wider HR team to forecast hiring needs based on business growth plans and workforce analytics.
- Managing the full recruitment lifecycle, from job brief to offer, ensuring a smooth and positive experience for candidates and hiring managers.
- Partnering with department Heads and hiring managers to understand hiring needs and advise on best recruitment practices.
- Sourcing and attracting diverse candidates through targeted advertising, networking and proactive outreach.
- Screening, interviewing and assessing candidates to ensure they align with our firm's values and competencies.
- Supporting employer branding initiatives and represent the firm at networking events, career fairs, and graduate recruitment events.
- Tracking and reporting on recruitment metrics, identifying areas to improve processes and outcomes.
- Assisting in driving our Diversity and Inclusion recruitment strategy to foster a more inclusive workplace.
- Ensuring recruitment practices and inclusive and free from bias.
- Building relationships with external recruitment agencies, universities and professional organisations.
- Presenting regular reports on hiring progress and challenges to leadership.



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- Identifying and leveraging diverse sourcing channels, including social media, job boards, networking events and employee referrals.
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Required Knowledge and Experience

- 4+ years of experience in talent acquisition, with at least 2 years in a senior role.
- Proven experience with applicant tracking systems.
- Strong knowledge of recruitment trends, employment laws and best practices.
- Excellent communications, negotiation and interpersonal skills.
- Strategic thinker with the ability to manage multiple priorities and deadlines
- Proficient in data analysis and workforce planning.
- Experience of recruiting in both Scotland and England is essential.
- Have previous experience in a professional services environment.

Our ideal candidate would also

- Be passionate about delivering an exceptional candidate experience.
- Be comfortable handling multiple roles simultaneously while maintaining high standards.
- Have the ability to build trusted relationships with hiring manager and candidate alike.
- Be flexible to travel to other offices for team collaboration.

Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday a year (includes bank holidays)
- Birthday day off
- 3 x Death in Service benefits
- Membership of an occupational pension scheme
- Wellbeing initiatives and opportunity to access online Health Provider
- Enhanced Maternity/ Paternity pay
- Hybrid Working

This is an exciting time to join us. Think this is for you?

Get in touch for a confidential chat about how you can become part of the team at recruitment@gilsongray.co.uk

Application closing date: 6 January 2025



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