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# Executive Recruiter

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**Employer:** Transport for Wales Rail Services

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**Reporting to:** Head of Recruitment

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**Department:** People & Engagement

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**Job Purpose:** As Executive Recruiter you will be responsible for all aspects of executive-level recruitment across all of TfWRS' business areas. You will take full ownership of the strategy and execution of end-to-end search assignments and will be expected to build productive and sustainable relations with our leaders while delivering efficient recruitment support and skilfully influencing hiring decisions based on considered, fact-based advice.

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**Main Working Relationships:**

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**Safety critical post (Y/N):** N

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**Key safety role (Y/N):** N

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## Role Responsibilities/Accountabilities

- Operate as a key business partner to senior management on our most critical talent searches. You will provide strategic guidance, advice and challenge as required to develop strong mutually beneficial relationships across the business.
- Provide expertise and advisory support to key partners, including our leaders, our HR function and to external providers as appropriate, relating to the use of search and selection methodologies and relating to workforce needs and succession planning.
- Working with the wider Recruitment and HR teams, develop and own the recruitment strategy and approach relating to our Top 60 leaders. This will include the creation of entirely new executive recruitment collateral, and the establishment of a rigorous consistent recruiting process that results in a superior candidate and hiring manager experience.
- Conduct research, headhunt target candidates, sift candidates, conduct in-person interviews, facilitate internal team discussions regarding candidates, handle reference checks and present employment offers on behalf of TfWRS.
- Effectively manage external search and other recruitment-related partners, as required.
- Become the interface for Group-wide mobility, working with our Joint Venture Partners Keolis and Amey to facilitate the moves of key talent in the interests of TfWRS and the wider business.
- Lead, scope and drive recruitment-specific and wider projects as required.
- Exploit external and internal talent data to best inform hiring managers, staying connected to the competitive landscape, including compensation and employment brand trends and information on relevant employment competitors.



<b>Knowledge, Skills and Experience</b>	<b>Values/ behaviours</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"><li>▪ Executive-level recruitment experience from a similar in-house talent acquisition function or gained within a top executive search firm. You will have managed end-to-end assignments and able to demonstrate a significant track record of senior hires.</li><li>▪ Significant experience of advising, influencing and partnering with senior leadership to deliver critical hires and in developing innovative processes and approaches to talent management and recruitment.</li><li>▪ Well-developed stakeholder management skills with a commitment to being recognised as a go-to ‘talent advisor’ within the business.</li><li>▪ A quick learner with the ability to work across multiple areas of the business. You will be self-assured, resilient, able to think on your feet and capable of influencing widely.</li><li>▪ A solid understanding of business and organisational complexity would be highly beneficial, as would working in an environment defined by high levels of change requiring flexibility and a diverse approach to delivery.</li><li>▪ Educated to degree-level or equivalent.</li><li>▪ Excellent written and verbal communication skills with the ability to build strong internal and external relationships. You will be able to effectively engage the attention of senior stakeholders, and articulate complex arguments in a polished and professional manner.</li><li>▪ The ability to think strategically, with strong analytical skills and the ability to identify and implement process improvement.</li><li>▪ IT-savvy with experience of using recruitment-related software, and Microsoft Office applications.</li><li>▪ Strong project management experience, having managed multiple projects simultaneously. You will demonstrate stellar organizational skills, and work with a strong sense of urgency and the ability to quickly prioritize, to self-manage projects, and handle multiple tasks.</li></ul>	<p><b>Strategic pillars</b></p> <ol style="list-style-type: none"><li>1. Zero Harm</li><li>2. Operational Excellence</li><li>3. Think like a Customer</li><li>4. People and Leadership</li><li>5. Value for Money</li><li>6. Partnership</li><li>7. Social Responsibility</li></ol>





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| ▪ Resulted focused with a track record of delivery with an uncompromised attention to detail. |  |
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### Key performance indicators of the role

- Zero Harm
- Operational Excellence
- Think like a Customer
- People and Leadership
- Value for Money
- Partnership
- Social Responsibility

## Confirmation

I can confirm I have read, understood and accepted the above Job Description:

Name of Employee:

Signature of Employee:

Date of Signature:



## SAFETY ROLE PROFILE

### 1. Safety Level:

Please enter **Yes** or **No** as applicable in each box.

Safety Critical Post	Key Safety Post	Personal Track Safety Required	Random Drug & Alcohol Tests	CIRAS
N	N	N	Y	Y

### 2. Medical Standard of the post:

Please enter the relevant Medical Standard level as per the requirement of CP Medical Fitness

Medical Standard Required:	Medical questionnaire
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### 3. Record of Safety Briefing for Post Holder:

	Post Holder's Signature	Manager's Signature	Briefed by (Name and Signature):	Date:

### 4. Key Safety Responsibilities

- To take reasonable care for the health and safety of yourself and of others who may be affected by your acts or omissions at work.
- To be fully conversant and comply with the relevant parts of the Transport for Wales Rail Services Railway Safety case and associated company procedures.
- Ensure your personal safety and that of others at all times.
- Carry out emergency procedures when required.
- Maintain a safe and tidy environment and not to misuse or interfere with any equipment provided to protect your health and safety or welfare.
- Report any unusual occurrence or unsafe practices in the prescribed manner.
- Ensure messages concerning safety are properly communicated to and understood by all concerned.
- Participate in safety briefings and meetings.



## **5. Safety Training, Competencies and Safety Publications**

- Safety Induction
- Fire Training
- Alcohol & Drugs Policy Briefing
- Rules, including Personal Track Safety Certification
- Emergency Evacuation
- Diversity Training

### **General safety requirements**

Safety is everyone's responsibility.

The Health and Safety at Work etc. Act 1974 mandates responsibilities on all employees. In summary, these are that you shall:

- take reasonable care of your own and other people's health and safety
- co-operate with your employer on matters of health and safety
- follow the training you have received when using any work items your employer has given you
- tell someone (your supervisor, health and safety representative or the Safety Department) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk.

### **General environmental requirements**

Environment is everyone's responsibility

Under the Environment (Wales) Act 2016, demands on Wales' natural resources are increasing. One of the greatest challenges we face is to find a way to secure healthy, resilient and productive infrastructure for the future whilst still meeting our everyday commitments. To help support the Act all employees has a responsibility to:

- Ensure our operations look to limit our everyday impact on the environment
- Report any environmental incidents or potential issues that could have a negative effect on the environment
- Follow the requirements of the company's environmental training
- Champion any environmental improvements or initiatives that will increase our environmental performance to reduce environmental harm and goods and services maximise positive benefits and minimise negative impacts on our economy, society and environment
- Ensure business safety accreditations are maintained and develop continuous improvement initiatives for the business to be a lead business within Wales and other rail sectors
- Support the WG Sustainable Development Charter and WG CSR framework

These are some additional areas to include

### **Safety Training, Competencies and Safety Publications**

- Display Screen Equipment Training
- Manual Handling
- Railway Security





- Conflict Avoidance Training

## 6. Key Working Parameters

Category	Parameters for Role
Out of hours attendance/exceptional duty/travelling required	
On-Call responsibility	

## 7. Values and Behaviours

### **Being Safe: Health, Safety and Wellbeing.**

People feel safe, protected and can place their trust in us

### **Economic Performance.**

People feel the benefits of our investment as rail plays a central part in our lives.

### **Being the best: High performance. Pace.**

People feel confident in us because we deliver our promises.

### **Being Positive: The right thing to do. Can do. Will do.**

People feel that they matter, as their rail network meets the demand of everyday life.

### **Being Connected: Enterprising. Networked.**

People feel proud of their rail network as it reflects their community value.

### **Being Fair: Treating people well. Integrity. Equality.**

People feel listened too as their rail network adapts to their needs.

### **Creating shared success: Passion for the best deal.**

People feel the benefits of our close collaboration with our clients and other key stakeholders and its impact on Wales culture' social and economic wellbeing.

### **Completed Copy to:**

Personal File in HR – Hard Copy signed by all parties

Job Holder - Hard Copy signed by all parties

Safety Assurance Manager – Electronic Copy

Line Manager	Name:	Signature:	Date:
Individual:	Name:	Signature:	Date:





For official use only:

HPS	Points	Grade	Date