



# Senior Talent Acquisition Business Partner, Idox India

People Team, Corporate Services

Office based in Pune, Maharashtra

---

## About the role

Idox is an AIM-listed plc - a multinational company with a UK HQ and an international outlook. We build software for Government and Industry to work better and comply with regulations, and are market leaders with a broad portfolio of products. We provide products, services and solutions built on insight and honed with technological advances and smart apps. <http://www.idoxgroup.com>

In Pune, we are continuing to build a growth hub, Idox India. We are building skilled teams of Customer Success specialists, Developers, QA Engineers and also Managed Services specialists and corporate experts. As part of our growth plans, we are hiring a **Senior Talent Acquisition Business Partner**, to join our international People team. The Senior Talent Acquisition Business Partner (STABP) should bring strong recruitment and talent sourcing skills and the ability to influence and manage key stakeholders. The key focus of this role will be to support the business on all hiring requirements in Pune and internationally. You will report to a Managing Talent Acquisition Partner, working closely also with the overall People Operations Manager and our Director of Organisational Development and Design.

The STABP will have supervisory responsibility for our specialist team based in Pune, India and will oversee the pipeline of vacancies within the company to ensure hiring managers and applicants are fully supported through the recruitment process. You'll have a responsibility to uphold governance, compliance and cultural values within the group, and be an ambassador for People related services and best practise.

This is a fantastic opportunity for a confident, self-starting individual who is well-networked and who can bring astute judgement and great resourcing skills to a rapidly expanding business and support our continued growth strategy. To apply, you should bring experience in partnering senior managers ideally within a tech or software business and have practical experience in hiring in India and internationally, ideally in the UK.

Idox will provide resources, mentoring and a competitive benefits package (including flexible working), designed to reward success as you achieve your own professional development goals and at the same time, support your well-being.

## Key responsibilities

- Act as a trusted business advisor by building relationships with the leaders and colleagues within the company, our internal customers
- Work closely with the senior stakeholder/s locally in Pune and across the wider business
- Designing, implementing and overseeing mass recruitment drives, open days, codethons, use of coding assessment tools etc.
- Provide coaching as necessary across the business and Pune team
- Proactively provide timely and expert guidance, perspective, and support to enable managers to make appropriate talent decisions
- Facilitate the talent cycle and encourage the internal movement of colleagues for their development through career pathing initiatives
- Support, develop, design, and implement systems and processes, collaboratively, in the areas of recruitment and on-boarding, talent management, in line with direction of the People team
- Prioritise workloads to expedite mission critical roles first

**Idox. Do more.**

- Use KPI and data metrics together with internal/external trends to provide leaders with insights to inform business decisions, organisational structure, and targeted initiatives
- Provide monthly statistical reports as required
- Develop links with external companies to enhance our recruitment activities
- Adhere to Idox Information Security policies and protocols
- Manage your own portfolio of vacancies and projects, leading by example
- Screen and interview candidates to ensure their qualifications meet the requirements of open positions
- With your colleagues create a best-in-class candidate experience.

### **To be successful, you'll need to bring:**

- 8 years + professional HR/TA/Recruitment experience, with evidence of team supervision
- An extensive knowledge of recruitment markets and use of online resources in attracting talent
- Experience of experienced hire recruitment: commercial, general and technical hires
- Experience in recording, evaluating and presenting management information on recruitment ops; fluent in the use of MS Excel and PowerPoint
- Experience in use of HRIS and/or applicant tracking systems
- Ability to form talent attraction strategies across range of technical disciplines and professional support functions, to include bulk hiring strategies
- Strong communication and influencing skills including fluent spoken and written English at a professional standard
- Ability to work independently and to handle multiple tasks simultaneously in a fast-paced environment
- Ability to resource directly through LinkedIn, social media, special interest groups and online aggregators
- Good listening skills – to gain a deeper understanding of the hiring manager and candidate needs
- Ability to work effectively in a team and collaborate with the wider business
- Adaptability to change
- A passion for, and appreciation for different cultures globally
- A sound understanding of our positioning in geographical markets, as an employer of choice
- Personal drive and good organisational skills
- Critical thinking.

### **Additional desirable qualities:**

- Relevant qualification in Recruitment or Human Resources Management, MBA or equivalent experience
- A working understanding of IT and software roles and terms
- Hold a genuine interest in Technology. Idox is a software company; we are proud to support the digital transformation of our customers, so they can do more.

---

## About Idox

Our specialist software solutions power the performance of government and industry, driving productivity and a better experience for everyone. Built around the user and designed in collaboration with experts who have worked through every detail of every process from end-to-end, our hard-working process engines deliver exceptional functionality and embed workflows that drive efficiency and best practice with a long-term focus for regulated environments.

Through the automation of tasks, the simplification of complex operations, finding scalability as operations evolve, and more effective management of information, we help our customers harness the power of Digital, so they can do more.

We employ around 660 staff in the UK and worldwide, including Europe, North America and Asia, so some travel to meet colleagues may be required.

---

## Our Values



### Dynamism

We shape our future



### Responsibility

We are accountable for our actions



### Integrity

We do the right thing



### Valued

We value each other



### Excellence

We set the benchmark for quality

# DRIVE

The core values taking us forward

---

## Our Culture

We are ambitious in working together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity. Idox is a company where we can all be ourselves and succeed on merit, where we respect all our employees, customers and communities in which we live, work and are a part of.

We recruit and reward employees based on capability and performance – regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, educational background, national origin, religion or physical ability. Each office location worldwide, is free to respond to local needs to create a culturally sensitive workplace for everyone. In doing so, we want every employee to feel our commitment to showing respect for all and encouraging open collaboration and communication.

---

## Our Benefits



### Family friendly

We understand how important family is to our employees and provide support through difficult times such as bereavement. Idox offers excellent pay and leave benefits for parents and carers welcoming children.



### Community

You will have the opportunity to participate in community and local activities, as well as group wide fundraising ventures. We prioritise sustainability and ethical impact on our communities and support employees who choose to carry out volunteer work.



### Be heard

Our employee voice is a huge part of life at Idox. We have a number of employee initiatives which support our colleagues to make the most out of their role in Idox. From mental health support to regular CEO Broadcasts, we empower our people to have an impact across our organisation.



### Your development

The Idox mentor scheme helps pair you with experienced colleagues to help you achieve personal and professional growth. We also have leadership development and training opportunities to support your career progression.

## How to apply

Please submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why you feel you would be suited to this role to **[join.us@idoxgroup.com](mailto:join.us@idoxgroup.com)**

Please note successful applicants will need to satisfy the necessary background verification as a standard part of hiring process. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.

## Privacy notice

As part of the recruitment process, we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read our Recruitment Data Privacy Policy here: <https://www.idoxgroup.com/policies>