



Job Description – Talent Partner & HR Advisor

Company: Empower Technical Services

Salary: £50,000 - £55,000 per annum depending on experience

Employment: Full Time

Location: London, Hybrid role

About the Company:

Empower Technical Services is the UK's fastest-growing technical services group, bringing together complementary expertise in Mechanical, Electrical, HVAC, Renewables, and Fire & Security to deliver end-to-end solutions for commercial and industrial clients. Founded in 2025, Empower's mission is to build a market leader by combining technical excellence, innovation, and sustainability. We partner with specialist businesses to provide integrated services that improve building performance, reduce environmental impact, and ensure compliance with the latest standards. Our client-first approach and commitment to growth create exciting opportunities for employees to develop their careers within a dynamic and expanding organisation.

Job Profile

Reporting to the Head of HR, the Talent Partner will play a key role in driving recruitment, talent acquisition, employee lifecycle activities, and HR administration across the Empower Group. This is a hands-on role that combines strategic talent attraction with operational HR support, ensuring the business continues to attract, engage, and retain high-calibre talent during a period of significant growth and acquisition.

The successful candidate will work closely with hiring managers and business leaders to deliver an exceptional candidate and employee experience, whilst supporting the Head of HR with day-to-day HR operations, onboarding, employee relations, and people initiatives.

Key Duties and Responsibilities

Talent Acquisition & Recruitment

- Manage the end-to-end recruitment process across all Group companies.
- Partner with hiring managers to understand recruitment requirements and develop effective sourcing strategies.
- Write and advertise job vacancies across multiple platforms.
- Source, screen and shortlist candidates for a wide range of technical, operational and corporate positions.
- Conduct telephone and virtual interviews and coordinate hiring manager interviews.
- Manage relationships with recruitment agencies and negotiate terms where required.
- Maintain a strong talent pipeline for future hiring needs.
- Monitor recruitment metrics including time-to-hire, cost-per-hire and recruitment effectiveness.
- Support employer branding initiatives and promote Empower as an employer of choice.
- Attend recruitment fairs, networking events and industry functions where required.

HR Support



- Support the Head of HR with all aspects of the employee lifecycle including onboarding, changes to employment, and offboarding.
- Prepare contracts of employment, offer letters, contract amendments and other employment documentation.
- Coordinate new starter processes, pre-employment checks and induction programmes.
- Maintain accurate employee records and HR systems.
- Support probation review processes and ensure timely completion of documentation.
- Support payroll administration activities by ensuring accurate and timely submission of employee changes.
- Support compliance with employment legislation and internal policies.

Skills, Experience & Qualifications

Essential

- Previous experience in an internal recruitment, talent acquisition or talent partner role.
- Strong experience managing end-to-end recruitment processes.
- Good knowledge of UK employment law and HR best practices.
- Excellent organisational and administrative skills.
- Strong communicator with the ability to build relationships at all levels.
- Ability to manage multiple vacancies and priorities simultaneously.
- Proficient in Microsoft Office applications and HR systems.
- High attention to detail and strong levels of confidentiality.

Desirable

- CIPD Level 3 or Level 5 qualification.
- Experience working within engineering, construction, or facilities management sectors.
- Experience supporting mergers, acquisitions or organisational growth.

Personal Attributes

- Proactive and self-motivated.
- Commercially minded with a solutions-focused approach.
- Professional, confidential and trustworthy.
- Able to work independently whilst collaborating effectively with the wider business.
- Adaptable and comfortable working in a fast-paced, growing organisation.
- Passionate about delivering an outstanding employee and candidate experience.

What We Offer

- Competitive salary.
- Hybrid working.
- Career development and progression opportunities.
- Exposure to a rapidly growing group of businesses.
- Supportive and collaborative working environment.
- Employee benefits package.