

Vacancy Information

Job Details

Job Title	Resourcing Advisor
Grade	8
Advertised Salary	£29,796 to £33,759 pa
Department	Housing and Modernisation
Business Unit	Human Resources

Job Summary

Provide a high quality HR advisory service to managers supporting on resourcing options to meet business needs, and supporting on resourcing operational and on-boarding service, including temporary staffing solutions that meets business needs and achieves performance targets for resourcing/recruitment activity, within the context of the overall Council workforce strategy.

Special Conditions of Employment

None

Person Specification

The person specification describes the essential criteria, (minimum requirements), that a candidate must demonstrate for appointment. The desirable criteria are used to help us select between candidates. The criteria initially tested at short listing stages may be given further consideration at later stages of recruitment.

Use the application form to describe how you meet the criteria outlined below. You should explain and provide examples to outline how your experience, knowledge and skills transfer to the challenges of this post. Do not use more than 4000 characters for any of these sections (knowledge, experience or skills) and please do not feel that you need to reach this limit.

Criteria tested initially at short listing stage.

E = Essential, or D = Desirable.

<p>Knowledge</p> <ol style="list-style-type: none">1. To have up to date knowledge of recruitment best practice and employment legislation and applying these in a business context. (E)2. To demonstrate a strong commitment to valuing diversity in recruitment and in the workplace (E)
<p>Experience</p> <ol style="list-style-type: none">3. Practical experience in working as a HR professional in a large complex organisation (D)4. Providing high quality support in the delivery of business led advice on all operational resourcing and onboarding services, understanding the need of the business and achieving performance targets for resourcing and recruitment activity (E)5. To have a proven track record of coordinating and delivering a range of recruitment campaigns within policy and to tight deadlines (E)
<p>Skills</p> <ol style="list-style-type: none">6. Effective written and oral communication skills appropriate to the situation (E)7. Ability to create and build effective relationships with a range of managers, stakeholders and professional staff (E)8. Ability to work quickly and accurately under pressure whilst ensuring attention to detail (E)

The following criteria will be tested at later stages of recruitment.

These are broken down under the headings “Knowledge”, “Experience”, and “Skills”.

Each of the criteria is noted as either E = Essential, or D = Desirable.

<p>Knowledge</p> <ol style="list-style-type: none">1. To ideally be CIPD qualified or have proven track record delivering Recruitment and Resourcing services in line with best practice. (E)
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Experience

2. Working collaboratively across organisational boundaries providing resourcing advice and support to meet current and future business objectives (D)
3. Monitoring, analysis and interpreting HR MI, evaluation of end of campaigns reports (E)
4. Proactive sourcing and write resourcing plans (E)

Skills

5. To have strong IT skills and be able to use a ATS and Microsoft Office products such as Word, Excel and Outlook (E)
6. Maintain an up to date knowledge of Recruitment best practice, trends, employment legislation and safeguarding policy (E)
7. Provide creative options on methods of candidate attraction, researching and exploiting the use of new technologies (E)
8. Ability to work on own initiative as well as plan, prioritise and meet deadlines (E)

Special Conditions of Recruitment

Not applicable