

# Job Description

Job Title: Recruitment Advisor

POSCODE:

Grade: 6

## Overall purpose of the job

Create innovative approaches to identify, develop, organise and lead on recruitment and retention for key roles focusing initially on social care, across the workplace to improve continuity of service to our more vulnerable citizens.

Identify commission and deliver, where appropriate, learning and training solutions to Recruiting Managers on recruitment best practice.

## Main accountabilities

<b>Main accountabilities</b>	
1.	<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Research, identify and develop the implementation of creative recruitment solutions which are appropriate and flexible to the needs of the service and role(s). Working collaboratively with managers, develop centralised recruitment for all social care staff to include:               <ul style="list-style-type: none"> <li>○ Creative cost-effective advertising and branding</li> <li>○ Standardised recruitment and selection processes for each role</li> </ul> </li> <li>• Gain feedback on processes and practices, recommending and implementing appropriate changes as required</li> <li>• Understand the value proposition for the teams across the organisation, who ask for our support, to enable us to provide the best advice on marketing and filling vacancies effectively, promoting the council as an employer of choice.</li> </ul>
2.	<p><b>Retention</b></p> <ul style="list-style-type: none"> <li>• Work alongside the Retention Advisor to research, identify, develop and lead on the implementation of cost-effective staff engagement and retention strategies for social care staff</li> </ul>
3.	<p><b>Learning and Development</b></p> <ul style="list-style-type: none"> <li>• Assist with the creation and delivery of learning and training solutions, where appropriate.</li> <li>• Support Recruiting Managers with recruitment knowledge and policy, providing examples of best practice and how to give the best candidate experience. This would include up-skilling of internal teams and managers, and, where appropriate, social care new starters.</li> </ul>
4.	<p><b>Grow Our Own</b></p> <ul style="list-style-type: none"> <li>• Support with implementing our talent management activity which seeks to look at the potential of a 'grow our own social workers' to enable the organisation to develop the best of our own internal talent.</li> </ul>
5.	<p><b>Monitoring and Review</b></p> <ul style="list-style-type: none"> <li>• Carry out monitoring and review of all initiatives and programmes implemented to ensure a continuous cycle of improvement.</li> </ul>
6.	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Lead on the development and implementation of all administrative procedures including end-to-end recruitment processes with successful completion of pre-employment checks in alignment with employment law, ensuring all processes are seamless and co-ordinated.</li> <li>• Manage vacancy data according to service requirements and support in the production of reports to be used at a variety of management levels.</li> </ul>

7.	<ul style="list-style-type: none"><li>• Demonstrate an awareness and understanding of equality, diversity and inclusion.</li></ul>
8.	<ul style="list-style-type: none"><li>• Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.</li></ul>

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
3 A Levels or equivalent	Any (must have English and Maths at GCSE level C)	Essential
Degree or operational experience	Any	Desirable
CIPD or Learning and Development or similar qualification	Level 3	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Project Management	Understanding of how projects work and knowledge of project management tools.	Essential
Recruitment	Knowledge of HR/Recruitment policy and procedures and legislation which directly affects recruitment.	Essential
Learning	Knowledge of how adults learn and reflective practice.	Essential
Social Media/Marketing	Understanding of different social media and marketing channels and their impact.	Essential
<b>Skills</b>		
Self-Motivated/Initiative	Ability to self-motivate and work on own initiative, managing conflicting priorities to meet deadlines and targets.	Essential
Creative approach	Ability to generate creative ideas/solutions that are achievable response to the issues/challenges.	Essential
Building Relationships	Have the personal qualities and skills to promote open and constructive working relationship with managers and colleagues.	Essential
Presentation Skills	Ability to promote and present ideas and solutions in a focused, constructive and clear manner.	Essential
Influencing	Must be able to influence managers within the services we support to promote best practice.	Essential
Communication and Interpersonal Skills	Excellent verbal and written communication skills, with the capability to persuade and to deal with challenge positively.	Essential
Planning and Organisation	Ability to plan and organise own workload and utilise a wide range of skills and techniques to ensure successful delivery of outcome through effective use of resources.	Essential
IT Skills	Confident in the use of Microsoft Office with the ability to use the main packages to present and promote and communicate appropriately.	Essential
<b>Experience</b>		
Project/Assignment Management	Experience of working on a project or initiative from start to end, able to evidence getting the project started, ensuring focus throughout, meeting targets/deadlines through to final completion.	Essential
Recruitment knowledge and experience	Experience of working in a recruitment environment, preferably with a sector which has difficult to fill roles.	Desirable
Understanding of impact of HR employment actions	Experience of working with a HR environment	Desirable
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential

### Disclosure level

What disclosure level is required for this post?	<b>None</b>	<b>Standard</b>
	<b>Enhanced</b>	<b>Enhanced with barred list checks</b>

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<b>Hybrid</b>	Field	Remote	Mobile
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