

Job Description and Person Specification

Resourcing Advisor

(NCC Grade I - £25,868 - £29,474)

Purpose & Impact:

The purpose of this role is to support the Adults, Communities and Wellbeing directorate within West Northamptonshire Council with operational resourcing.

The post holder will implement a variety of recruitment activities to promote West Northamptonshire Council as the social care employer of choice within Northamptonshire and in doing so attract individuals wanting to work in the sector, to become new and successful employees, enhancing the service provided to customers.

Accountable to:

The Resourcing Advisor is accountable to the Resourcing Lead.

Responsibilities:

1. Working closely with Resourcing Lead, deliver recruitment strategy at an operational level.
2. Organise and attend recruitment events e.g. job fairs, careers events at schools, colleges and universities, and also at other venues around the county.
3. First point of contact for applicants, ensuring our values are effectively communicated to potential employees.
4. Supporting hiring managers with advertising vacancies on and offline (for example job boards, social media and local advertising within communities).
5. Supporting hiring managers with screening, shortlisting, booking interviews, supporting with interviews if required and managing all associated administration.
6. Support with pre-employment checks and onboarding for new starters, keeping in regular touch with applicants and hiring manager to update on progress.
7. Ensuring recruitment and onboarding process is timely, and as efficient as possible
8. Creating and maintaining a talent pool of candidates and bank staff pool where possible.
9. Link with external organisations such as Job Centres, Kick Start, and other organisations to maximise opportunities to recruit from a diverse range of sources.
10. Collating recruitment MI; providing monthly updates to the wider organisation on recruitment including number and types of vacancies, numbers of applications received, number of appointments made and demonstrating by providing feedback the effectiveness of particular campaigns and activities.



11. Undertake exit interviews with leavers, collating and reporting on data and trends to Resourcing Lead / HR / Operational Managers.
12. Project Work: Undertake allocated corporate and team based HR project work, for example.
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours.
14. Demonstrate awareness/understanding of other people's behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the service.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Our Values& Behaviours



Person Specification:

The requirements for the Resourcing Advisor are outlined below and will be part of the selection process.

Qualifications Required	Essential/Desirable
Educated to A Level or equivalent	Essential
Demonstrable experience of working in a similar role.	Essential

Knowledge & Experience	Essential/Desirable
Demonstrable experience of working within a HR or resourcing environment delivering support to stakeholders	Essential
Evidence of continuous professional development in the area of resourcing.	Desirable
Sound knowledge of employment legislation.	Desirable
Sound understanding and experience of resourcing processes and practices.	Essential
Experience of recruiting utilising both online and offline attraction methods.	Essential
Sound experience of using data effectively to provide useful management information and ability to interrogate and present data using Microsoft Excel.	Essential
Understanding of GDPR and the importance to this role.	Essential
Understanding of Adult Social Care	Desirable
Skills & Attributes	
Ability to communicate effectively both verbally and in writing.	Essential
Shows an understanding of customer's needs and takes appropriate action to meet their requirements and manage expectations.	Essential
Able to demonstrate accuracy and attention to detail in all aspects of work.	Essential

Is able to work effectively in changing work environments and in the face of conflicting priorities. Ability to plan and prioritise workload whilst maintain standards and meeting deadlines.	Essential
Ability and confidence to be self-reliant and work from varying locations using available technology effectively, without heavy reliance on supervision.	Essential
Recognises individual responsibility to contribute to the effective working of the team.	Essential
Uses own initiative to plan and complete tasks to meet deadlines and targets.	Essential
Awareness, understanding and commitment of equal opportunities and diversity.	Essential