

Resourcing Adviser

People Services

So what gives
our organisation
its personality?

We do...



July 2020

Corporate Services People Services	
Post Title	Grade
Resourcing Adviser	9

Our Vision – A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes – Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values – Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and citizens
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

Reporting Relationships

Responsible to: Strategic Resourcing Manager

Key Accountabilities:

- Working across the service areas to develop innovative and engaging recruitment solutions to attract passive candidates, deliver high volume recruitment, recruit to temporary positions and maintain rolling recruitment campaigns for high turnover areas.

- Working with the business, develop and deliver recruitment campaigns in line with the Corporate Employer brand - including scoping, advertising, selection and onboarding
- Actively seek and listen to diverse views and opinions
- Monitor the use of agency workers, identifying and providing solutions to reduce agency spend.
- Engage with managers, including senior management, to identify possible interventions which lead to reductions in time to hire, cost and minimise the number of unsuccessful campaigns.
- Communicate key information in a clear and engaging way to influence others
- Develop strategic relationships with external job boards, LinkedIn, recruitment agencies and other social media resources and channels to lead campaigns to maximise the impact of SCC in the market place.
- Work with the business on the development of Apprenticeship roles and the development of an attraction campaign to encourage the best applicants.
- Ensure the administration of the full recruitment process is timely and accurate and provides an excellent candidate and manager experience.
- Be responsible for producing accurate and timely resourcing metrics - time to hire, stages of process, cost, effectiveness of campaigns etc. to People colleagues and managers as required.
- Identify, different market insights into competitor organisations, their performance, culture, reward, benefits and learning offering
- Provide instruction, advice and guidance around aspects of the recruitment process; including conducting fair and objective assessments, direct sourcing, use of advertising media, creating advert text and interview content.
- Embrace new technology solutions to enhance service delivery.
- Ensure safe recruitment at all times ensuring that full pre-employment checks and security checks for all recruits and other newly starting staff, contractors, agency workers, interns and volunteers are vetted in line with recruitment policy and employment law.
- Challenge, influence and advise managers around the use of appropriate assessment methodology. Develop and implement new selection approaches to ensure selection is contemporary and values based.
- Ensure onboarding and internal staff moves are transitioned proactively and positively, working with colleagues in Learning and Development to build an excellent onboarding process that is engaging and relevant.
- Proactively and innovatively work with the Strategic Resourcing Manager to identify strategic threads, improvements to process and external best practice. Significantly contribute to the improvement of the Resourcing function by vigorously challenging current processes and ways of working, identifying and implementing improvements, ensuring we offer a streamlined, seamless and continuously improving recruitment service.
- Be a champion of People services and recruitment Systems, having a full operation knowledge of the systems used and be able to guide and train others to use them.

- Act as an ambassador for Resourcing and People Services at all times.
- Staying up to date with current trends and market insights in recruitment. Contribute to the overall recruitment strategy by feeding back resourcing trends and best practice within specific area of responsibility in the business.
- Take a proactive approach to understand and be able to articulate the ongoing work in relation to delivery of the People strategy and act as a positive advocate.
- Ensure Equality, Diversity and Inclusion is an integral consideration within projects and every day work.

Service Accountabilities

- Coach and influence leaders across the organisation to build trust and cohesion and to consider the ethical impact of their decisions in the short, medium and long term.
- Role model and promote ethical leadership, professional principles and values across the service and wider organisation.
- Visibly role model your own professional development and promote a learning culture. Ensure continuing, personal and professional development, taking ownership and accountability for staying up-to-date and professionally registered with the CIPD.
- Champion the People Service and Strategy, driving discipline to support the People Services Operating Model including feedback and continuous improvement.
- Develop strong and effective working relationships with colleagues from across People services, sharing knowledge and information to ensure the delivery of an excellent service to our customers.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

Ethical Practice







Building trust by role modelling ethical behaviour and applying principles and values consistently in decision making

The content of this Job Description and Person Specification will be reviewed on a regular basis.

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> • Qualified, part qualified or willing to achieve Level 5 CIPD or similar HR related qualification • Qualified to deliver Psychometrics Test (at least Ability/Level A) is desirable • CIPD Profession Map: This position is working at an Associate level of the CIPD Profession Map which will be used to develop the post holder and assess performance 	<p>A</p> <p>A</p>
   	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Experience in leading on process and service delivery improvements, proactively and innovatively achieving recruitment outcomes in a way that most effectively supports the overall success of an organisation • Significant knowledge of developing and running successful recruitment campaigns • Understanding of Employment Law and the implications for recruitment and resourcing • Knowledge of innovative and contemporary recruitment and selection approaches e.g. digital/web based/AR/ trawling etc. • Experience of working within the margins of an Employment Brand • Ability to create job adverts, using positive language, attractive layout and accurate summary of roles to attract the right candidates 	<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>
	<p>Skills</p> <ul style="list-style-type: none"> • Strong influencing skills with the ability to liaise with staff at all levels, and challenge perceptions, ways of working and decision making where appropriate. • Demonstrable ability to use knowledge to guide, advise and influence managers at the highest level around best practice ensuring they adopt suitable solutions. • Digitally competent and willing to be an ambassador for the use of technology 	<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>

	<ul style="list-style-type: none"> • Excellent IT skills and familiarisation with computerised HR workforce systems. • Ability to perform recruitment searches on-line • Expert is using HR and recruitment system and be able to train others • Excellent Communication (oral and written) with proven influencing ability. • Adept at working in ambiguity and working on own initiative. • Ability to explore issues and understand underlying causes • Focused and passionate about delivering high quality customer focused outcomes with a positive approach to getting the job done • Practical and logical; able to research possible solutions and to solve problems quickly • Resilient with an ability to manage time and workload pressures • Demonstrate a proactive approach to Continuous Professional Development • Be able to apply technological solutions to problems and interpret a range of HR data <p>This post is designated as a casual car user</p>	<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>
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If a disabled person meets the criteria indicated by the Disability Confidence scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting
Shared Services on 01905 947446