

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Resourcing and Talent Acquisition Advisor	Grade:	PO1
Reports to (Designation):	Resourcing and Talent Acquisition Team Leader	Grade:	PO4
Directorate:	Office of the Chief Executive	Section:	Resourcing and Talent Acquisition

Main Purpose of the job:

1. To provide a proactive and comprehensive resourcing and talent acquisition consultancy service on all aspects of employee resourcing (permanent and agency), covering the end-to-end recruitment life cycle, and ensuring the delivery of a customer focused professional service and excellent candidate experience.
2. To build and maintain effective working relationships with managers and other stakeholders to ensure the resourcing and talent acquisition team delivers positive outcomes for service users.
3. To actively engage and contribute to the continuous development of the resourcing and talent acquisition team, using customer feedback, data, and other relevant information to identify inform and drive improvements, and work closely with other HR colleagues to either inform these improvements or keep them abreast of changes that may impact them.
4. To act as DBS counter signatory

Summary of Responsibilities and Personal Duties:

1. To work closely with hiring managers to understand their business needs and support them with the design of job descriptions, drafting adverts and advising on the most suitable attraction methods. To also provide advice and guidance to hiring managers on the most suitable selection methods and support them in designing appropriate job specific assessments and/or work with our external partners to commission suitable assessments.
2. To build effective relationships with hiring managers to ensure they are supported, acting as a coach when and where needed on effective interviewing and assessment and selection methods.
3. To work with our advertising partners on best and most appropriate and value for money mediums for placing adverts. To also use social media platforms to advertise positions attract candidates and build relationships.
4. To review all recruitment material prior to publishing and ensure these enable us to attract the widest candidate pool, and ensure that these are consistent with the Councils employer brand
5. To be fully accountable for the life cycle of all recruitment campaigns assigned, ensuring a comprehensive timetable is in place and agreed with hiring manager, overseeing each stage of the process and ensuring it is managed in a timely manner keeping hiring managers and candidates informed of any changes to the timetable as

appropriate.

6. To deliver all associated recruitment administration activities including screening, scheduling interviews, managing the offer and undertake pre-employment checking and on-boarding process ensuring candidates are kept engaged and informed throughout.
7. To design and deliver recruitment training and play an active role in the delivery of induction events, engagement activities, job fairs and diversity and inclusion initiatives.
8. Manage and maintain all content on the council's intranet in relation to recruitment and selection ensuring they are kept up to date.
9. To respond to all service-related queries providing comprehensive advice and guidance and only escalating matters to the Resourcing and Talent Acquisition Manager where necessary.
10. To oversee the engagement of agency workers and liaise with the councils managed service provider with respect to day-to-day issues raised by candidates, recruiting managers, and third-party agencies. To also deal with off contract suppliers, this will include but not limited to: negotiating agency pay & charge rates, agreeing Terms of Business, and collating and authorising compliance documents for off contract agency workers.
11. To manage and keep track of the redeployment activity ensuring staff on the redeployment list are matched to eligible roles and are actively engaged and supported throughout their notice period. This will include working in partnership with other HR colleagues in managing and overseeing outplacement support.
12. To take part in interview panels and provide guidance and support to managers on drafting interview questions and ensure that these are legally compliant.
13. To ensure the recruitment tracking system is kept up to date, run reports where appropriate and support and test any upgrades to the system as required. To also be a super-user of the recruitment tracking system, training managers as appropriate on the use of self-service features, ensuring any supporting user guides are up to date.
14. To collaborate and work closely with the wider team and to report on key recruitment metrics and contribute to and take an active role in projects as and when required.
15. To promote and champion diversity and inclusion in resourcing and talent acquisition.
16. Promote and support effective team working through good communication and meetings.
17. To ensure the resourcing and talent acquisition team delivers high levels of customer satisfaction in the responsiveness and quality of responses, learning from experience and best practice to drive programmes of continuous improvement.
18. To keep abreast of relevant employment legislation relating to recruitment, agency worker regulations and contracts and clearance matters.

All employees are required to:

- To actively promote equality and diversity in the workplace

- Participate in the Performance Evaluation Scheme and to undertake appropriate training and development identified to enhance their work
- Carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.
- Comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public
- Assist in carrying out the Council's environmental policy within the day-to-day activities of the post
- Undertake other duties, commensurate with the grade, as may reasonably be required
- Treat all information acquired through employment, both formally and informally, in strict confidence

Contacts

These will include

Internal Contacts: These include all staff across the council, hiring managers, HR colleagues, payroll, finance, applications management team, communications team, audit and anti-fraud team and legal services.

External Contacts: This will include advertising partners, executive search consultants, external agency worker suppliers, occupational health, DBS barring service, recruitment system provider e.g. Oracle, London Councils and LGA.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: **None**

Number of partially managed staff: **None**

PERSON SPECIFICATION

JOB TITLE: Resourcing and Talent Acquisition Advisor POST NO:

DEPARTMENT: OFFICE OF THE CHIEF EXECUTIVE GRADE: PO1

Note to Candidates

The Person Specification is a picture of the behaviours, skills, knowledge, and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities	<p>Commitment to implement the Council's Equal Opportunities Policies</p> <p>Awareness of equalities issues within an inner London authority and experience of how to integrate diversity and inclusion approaches into people management solutions</p>	S
Knowledge & Experience	<p>Sound knowledge of employment law, best practice and its practical application in recruitment to deliver key outcomes that support the organisation's priorities and objectives.</p> <p>Experience of dealing with all aspects of recruitment - permanent, temporary and agency</p> <p>Experience advising and supporting hiring managers in delivering effective resourcing campaigns to attract the widest and best candidate pool.</p> <p>Experience of using an Applicant Tracking system</p> <p>Experience of working in an HR department in a customer focused organization with experience in the delivery of the full recruitment cycle.</p> <p>Experience in screening and shortlisting candidates</p>	S S S

<p>Aptitudes & Skills</p>	<p>Strong communication skills - Ability to create advert copy that convey the employer brand and engages perspective candidate and able to speak confidently, persuasively and articulately</p> <p>Ability to prioritise workload and effectively manage time with a focus on delivery positive outcomes for service users</p> <p>Ability to use information technology including MS Office and financial and human resources management systems.</p> <p>Good project management and financial management knowledge.</p> <p>Astute, with the ability to identify long and short-term risks and opportunities, and to think creatively and work collaboratively to develop and deliver practical solutions.</p>	<p>S</p> <p>S</p>
<p>Personal Qualities/Behaviours</p>	<p>Be resident focused. With the ability to listen to learn, think broadly and find solutions, make decisions and take action.</p> <p>Be ambitious to improve. A person who takes responsibility, creates and innovates, measures and evaluates.</p> <p>Take a one council approach. Inspiring and communicating, trusting and empowering, collaborating.</p> <p>A team player with energy and credibility who commands the confidence of hiring managers, staff, recruitment partners and stakeholders.</p> <p>Personal authority and stature to lead by example, achieve successful outcomes and able to act firmly and decisively both corporately and collaboratively.</p> <p>A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect</p> <p>Ability to work collegiately in a matrix environment and to provide training, development and coaching to colleagues and hiring managers</p> <p>Proactive, positive, customer centric and determined to add value.</p> <p>Evidence of commitment to continued professional development.</p>	
<p>Circumstances</p>	<p>Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.</p>	

	The post holder will be act as a DBS counter signatory	
Physical	Generally, must meet LB Lewisham requirements for the post.	

DBS Disclosure Required? **No** **Basic** **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post