

Designation:	Resourcing Advisor
Grade:	Stroud 4
Hours:	37 hours per week
Location:	Ebley Mill
Job Purpose:	To provide advice, information and professional resourcing advice to all officers and members of the Council
Responsible to:	Senior HR Operations Partner
Responsible for:	No line management responsibility

KEY DUTIES

- Provide advice, information and professional support to managers and staff in the areas of recruitment and selection, including role definition through to co-ordination of job descriptions and person specifications; identifying appropriate advertising media and advising on application and interpretation of occupational testing.
- Advise on appropriate selection methods and participate in interview panels and assessment centres as required.
- Make recommendations on how the recruitment process can be continuously improved to meet the challenging needs of service areas, with awareness of the ever changing external market.
- In conjunction with HR colleagues, ensure that all post interview documentation is processed and vetting procedures are undertaken in a timely manner.
- Facilitate and present the Council's corporate induction programme, obtaining feedback and making recommendations for improvement
- In conjunction with HR colleagues, undertake job evaluation as required.
- Produce and report on the Council's recruitment activity.
- Act as the lead for IR35 regulations and agency and contractor arrangements within the Council, working directly with managers and other appropriate officers as required. Sharing knowledge and process updates with the HR Team.
- Lead Officer for processing DBS and GCSX checks and ensure the Council remain compliant
- Promote and develop the HR service by liaising with customers, evaluating

feedback and encouraging partnership working.

- Act as a liaison officer for Apprentices, working closely with the college on the apprentice programme delivered at the Council as well as ensuring the Apprentice Levy funding account is well maintained and monitored. .
- Act as liaison officer for work experience, communicating with schools and colleges to offer placements at the Council where possible.

Work subject to deadlines involving changing problems, circumstances or demand.

SKILLS AND KNOWLEDGE

- Ideally qualified to a minimum Level 5 CIPD
- Knowledge and awareness of employment law, HR policies and procedures with the ability of offer first line HR advice.
- Excellent interpersonal communication skills both verbal and written.
- An understanding of administrative processes and systems and a good eye for detail and improvement.
- Demonstrates ability to manage and maintain effective recruitment and associated HR systems (i.e. ATS).
- Experience of working with the public with an excellent approach to customer service
- IT literate and experience of MS Office
- Ability to manage own time and workload
- Ability to work with confidential information
- Organised and well prepared
- A sound understanding of diversity in the workplace and the ability to encourage inclusive practices and employee engagement.

Ability to undertake work of a variety of advanced tasks, confined to one function or area of activity, which requires detailed knowledge and skills in a specialist discipline.

COMPLEXITY AND CREATIVITY

- Advising managers on the content and impact of recruitment initiatives and on the selection of appropriate candidates. Where recruitment is challenging, offer innovative solutions being mindful of the external market and the needs of the service.
- Contributing to the design of selection events, including assessment centres, interview days and other appropriate events

Creativity is a feature of the job but exercised within the general framework of recognised procedures.

JUDGEMENT AND DECISIONS

Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.

CONTACTS

- Managers and staff.
- Staff of other local authorities/partner agencies.
- Suppliers and contractors, including recruitment and advertising agencies
- Members of the public.

Contact required in respect of service delivery issues where the content and outcome are not straightforward or well established and could involve more detailed assessment, planning, evaluation, care and assistance. Some authority in the provision of services is required.

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

Any mileage conducted on Council business will be reimbursed in line with HMRC rates and in accordance with the Councils Travel and Subsistence Policy.

GENERAL

- To work sometimes outside normal office hours.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required to support organisational goals.
- To promote the Council's commitment to equality of opportunity/diversity and work within the requirements of the Council's Equality Scheme.
- To undertake training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with statutory requirements.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.