

Designation:	Resourcing Advisor
Grade:	Stroud 4
Responsible to:	Senior HR Operations Partner
Service Area:	Corporate Services
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Intermediate Certificate in HRM (CIPD Level 5) or equivalent or demonstrable internal recruitment experience.

EXPERIENCE

- Able to evidence experience in a resourcing/recruitment role
- Experience of In-house recruitment
- Experience of working with web based recruitment systems
- Experience of apprentice recruitment (Apprenticeship Levy)
- Experience in reporting on recruitment activity
- IT literate with the experience of working with MS Office
- Experience of developing innovative recruitment and selection processes to delivery an excellent candidate experience

SKILLS & KNOWLEDGE

- Knowledge of IR35 regulations and agency and contractor arrangements
- Working knowledge of DBS (GCSX) as pre employment checks and compliance once checked
- An understanding of administrative processes and systems with a good eye for detail and improvements
- Knowledge and awareness of employment law, HR policies and procedures with the ability to offer first line HR advice
- Knowledge and awareness of the employment market and how best to attract the right candidates for hard to fill posts
- Knowledge of a range of current attraction and selection methodologies
- Knowledge and awareness of recruitment within change management processes, complying with internal policies and procedures
- A sound understanding of diversity in the workplace and the ability to encourage inclusive practices and employee engagement.

PERSONAL ATTRIBUTES

- Excellent team player with a can do attitude
- Willing to make recommendations to improve processes
- Able to manage own time and workload
- Organised and well prepared
- Able to work with confidential information

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

QUALIFICATIONS

EXPERIENCE

- Experience of working in the public sector
- Experience of working with and or implementing an applicant tracking system

SKILLS & KNOWLEDGE

- Knowledge and awareness of utilising social media, other marketing methods and technology to attract high quality candidates.

CORE COMPETENCIES

Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

Customer Focus

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment o understanding and meeting their needs, inline with policies.

Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

Innovating

You will be able to seek better, more effective ways of delivering services.

Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.