

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Fire and Rescue

Job Ref Number: 03672

Service Area: Organisational Development

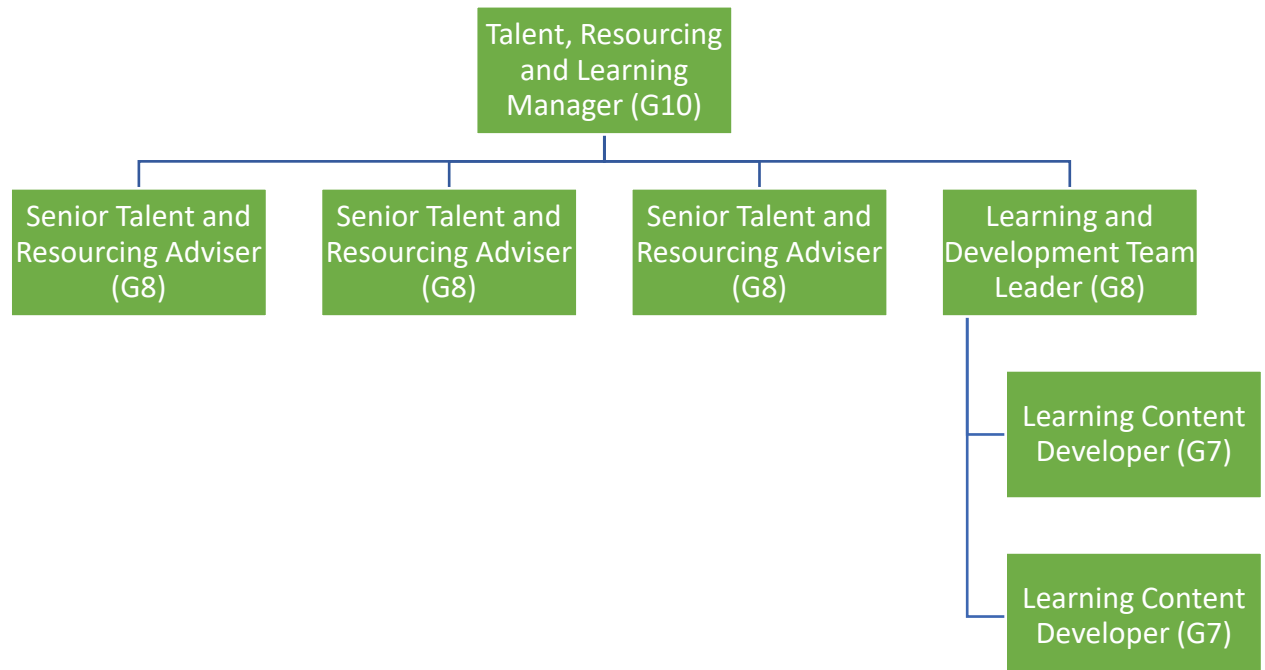
Grade: G8

Job Title: Senior Talent and Resourcing Adviser

PURPOSE OF JOB:

To work together for safer communities by being responsible for all talent and development activities across the full employment life-cycle. You will design and facilitate internal/ external selection and promotion processes, design and deliver cost effective and innovative positive attraction campaigns that are inclusive and promote diversity, and review and advise senior managers on how talent pipelines link to wider succession and strategic workforce planning initiatives support the strategic aims of the service. You will support the talent, resourcing and learning manager (LFR) to develop and maintain relevant service orders. You will also be responsible for the supporting the delivery of all non-operational talent and learning activities, including face to face delivery. You will also play a pivotal role in liaising with LCC's talent and early careers team to establish a sustainable apprenticeship strategy within Lincolnshire Fire and Rescue.

TEAM STRUCTURE:



MAIN DUTIES:

1	Role Model - Provide visible role modelling of Lincolnshire Fire and Rescue's values and Core Code of Ethics, role modelling required behaviours and challenging others. Act as a trusted advisor to managers, providing appropriate challenge and opening their thinking to the potential and possibilities for resourcing. Keep abreast of the latest developments in the field of talent and resourcing, including legislative changes to guidance and policy. Ensure learning and development practices are reflective of diversity and inclusion.
2	Representing the service - Represent LFR on both Regional and National Fire Chiefs Council (NFCC) On-Call Practitioner, Talent Management and Learning Groups to share information, develop best practice and facilitate effective work streams to improve On-Call effectiveness nationally.
3	Advice to managers - Business partner managers in collating accurate information to formulate station workforce plans in order to analyse trends and forecast staff turnover, skills shortages, recruitment and learning and development needs. Support and coach managers through the relevant processes.
4	Improving organisational effectiveness - Be proactive and horizon scan for industry and sector information/research that helps to ensure the service leads the way in all matters talent, resourcing and learning. Actively encourage process improvements and transformations and take part in projects so achieve this, being a subject matter expert for the wider HR team and organization on such projects. Lead on new technology developments that could leverage cost savings, greater efficiencies or enhanced candidate experience. Demonstrate a clear understanding of data and analytics with an ability to show the impact and return on investment of the talent, learning and resourcing activities you propose as well as make strategic recommendations based on the data linked to wider strategic workforce planning.
5	Collaborative working - Work with internal LCC departments including HR, The County Talent, Resourcing and Learning Team, Communication and Digital Engagement Teams on related recruitment, talent management and learning and development matters, including media interest. Support the Talent, Resourcing and Learning Manager (LFR) work collaboratively with LCC talent and early careers team to develop an LFR apprenticeship provision.
6	Service Excellence - Contribute to a culture of service excellence and support continuous improvement by bringing insights into the organisation to identify opportunities, risks and priorities.
7	Strategy development - Contribute to the development and review of relevant strategies and policies ensuring that managers and employees are aware of their responsibilities and able to perform to the best of their abilities.
8	Team Management - Act as a deputy for the Talent, Resourcing and Learning Manager (LFR), attending SLT or (or similar) level meetings to contribute and advise on strategies, data and other matters related to Talent, Resourcing and Learning. Manage the workload and resource allocation of the team in the absence of the Talent, Resourcing and Learning Manager. Work closely with the Business Support Service Manager to ensure that all relevant tasks are completed in a timely fashion and to the standard required by the service and to act as a point of contact for Business Support for any specialist/complex queries.

9	Resourcing - Develop, co-ordinate and implement inclusive national, regional and local recruitment campaigns/ initiatives to ensure effective recruitment of Whole-time and On-Call Fire-fighters and Fire Service staff by using appropriate marketing tools including social media. Consult with managers and advise on appropriate sourcing channels, the process of selection and assessment to be used whilst applying a sound understanding of policy and process, managing issues that may arise to ensure positions are filled in a timely manner with the correct calibre of people. Demonstrating effectiveness by analysing previous recruitment data and collating candidate feedback to provide information to further improve recruitment initiatives. Work evenings and weekends as required to facilitate recruitment, talent management and learning events both at place of work and any venue within Lincolnshire Fire & Rescue boundary.
10	Talent Management - Undertake the development and co-ordination of development pathways and talent management processes. This includes provision of advice and guidance to candidates, employees and managers in accordance with the CPF Organisational Development Procedure. Attend Internal Resourcing Board (IRB) meetings to support/advise senior managers on all recruitment and promotion matters.
11	Learning – Support the develop, design and delivery of bespoke blended learning and development interventions and programmes to employees in line with their requirements using digital and face-to-face learning solutions and activities. Apply adult learning theories to ensure that all learning design and provision is fit for purpose and all employees get the best out of their development. Develop, design and facilitate the evaluation and assessment process of effective learning to ensure that all learning delivery taking place meets the learners' requirements, is effective, efficient and provides a return on investment to the organisation. Support the undertaking of psychometric testing including 360s and provide feedback to test users where appropriate. Support learners using a creative and engaging approach to navigate around the resistance which may be encountered when introducing new ways of working and new ways of learning in to the organisation.
12	Leadership Development - Support the Talent, Resourcing and Learning Manager (LFR) with the development and facilitation of leadership development within LFR, Including providing coaching and CPD where appropriate. Develop, design, and delivery of high quality, innovative and current blended learning provision for LFR, using digital and face-to-face learning solutions, incorporating the Council's Leadership Development Programme aimed at all levels of leadership as well as the Corporate Employee Induction programme to ensure that all learning is fit for purpose and meets the needs of the learners, i.e. employees, as well as the organisation.
PERSON SPECIFICATION	

Requirements	Where identified*	Essential	Desirable
Significant experience of working in a talent, resourcing and learning, sourcing and screening candidates for a range of vacancies across different levels and staff groups	AIP	x	
Chartered Institute of Personnel & Development or a relevant HR or Recruitment qualification equivalent to NVQ level 5, or equivalent experience	A	x	
Knowledge of employment law relating to Recruitment and Selection, including enhancing diversity and inclusion plans	AIP	x	
Significant experience of all elements of the recruitment process including candidate attraction, networking, suitability, development and deployment of A X selection methods and candidate feedback. Able to co-ordinate and manage wash-up sessions with stakeholders to ensure appointments are made correctly	A	x	
Understanding of wider recruitment related HR areas including metrics, diversity, talent management, succession planning and workforce planning.	A	x	
Experience of working in a local government and/or Fire and Rescue environment, with knowledge of Recruitment and Selection Policies and Procedures – at both local and National levels and the ability to understand and apply a range of policies and procedures.	A	x	
Ability to communicate effectively at all levels, including Senior Management Team and Councilor's, verbally and written	AI	x	
Ability to create and compose accurate, effective and quality documentation and reports.	AT	x	
Ability to plan, prioritise and work to deadlines	AT	x	
Exceptional Interpersonal skills including the ability to use tact and diplomacy with a range of people, including members of the public. Ability to influence, advise and work in	AIP	x	

partnership with a wide range of internal and external stakeholders.			
Ability to plan and supervise work of others	ATI	x	
Ability to work as a member of a team and on own initiative	AIP		
Ability to create, develop and deliver presentations relevant to the audience	ATIP	x	
Effective user of a range of IT systems including Microsoft Office applications and candidate tracking systems	AI	x	
Effective listening, influencing and negotiation skills.	AIP	x	
Demonstrates analytical, creative and proactive thinking	AIP	x	
Demonstrates a high level of integrity and confidentiality	I	x	
Flexible thinking with an open mind to new ideas and ways of working, keeps up to speed on market developments and trends.	I	x	
Understanding of the operational environment of the Fire and Rescue Service.	I		x
Ability to travel where and when required to work with both LFR employees and members of the public	I	x	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to Lincolnshire Fire and Rescue's values and Core Code of Ethics and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:

Job Title	Senior Talent, Resourcing Adviser
Identifier	03672
Director Area	Fire & Rescue
Service Area	Response and Corporate Support
Score	478
Grade	Grade 8

Factor Levels:

Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	4
Contacts & Relationships	5
Decisions - Discretion	3
Decisions - Consequences	2
Resources	1
Work Demands	3
Physical Demands	1
Working Conditions	1
Work Context	1
Knowledge & Skill	5