

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources

Job Ref Number: 04165

Service Area: HR

Grade: G6

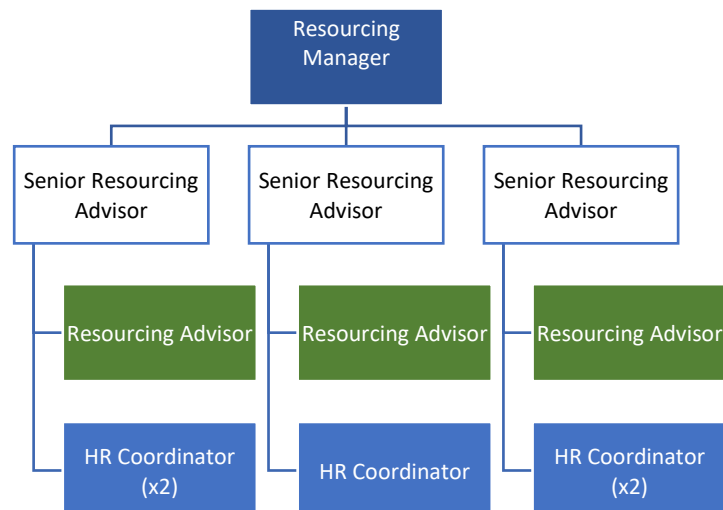
Job Title: Resourcing Advisor

PURPOSE OF JOB:

Reporting to a Senior Resourcing Advisor, the post holder will support the Resourcing Team to deliver Resourcing services across the Council and external customers. As part of the wider HR service this post will be required to provide comprehensive and confidential support in an efficient and effective way, ensuring best use of resources and contributing to the development of the Council's shared values.

The post holder will be expected to provide first level advice to managers and candidates. The role will play an integral part in resourcing, supporting the team to provide excellence in the Council's talent pipeline, and recruitment lifecycles.

TEAM STRUCTURE:



MAIN DUTIES:

- | | |
|---|---|
| 1 | To support the strategic and operational Resourcing Service to provide the full range of resourcing services from the transactional to the relatively complex issues, related to the recruitment lifecycle. |
| 2 | Support the Senior Resourcing Advisor in providing an effective and comprehensive Resourcing service within Lincolnshire County Council and wider schools recruitment. |

3	Use the Council approved applicant tracking system (ATS) to manage the full recruitment workflow and for candidate and interview management and as a tool to keep hiring managers apprised of progress on their recruitment. Be the subject matter expert and be prepared to train managers in this system, be involved in projects to improve the system and act as a key point of contact for the system supplier. Actively seek ways to improve the ATS system usage to reduce administrative processes in the team and automate workflows wherever possible.
4	Issuing a customer satisfaction (CSAT) survey and collation of the responses so that they can be fed into any project or improvement initiatives.
5	Prepare and maintain monthly invoicing information and liaise with the BS_HR Hub to ensure schools are invoiced correctly.
6	Assist in and advise on the creation of suitable adverts for roles (be that print, online or social media-based adverts), taking into account the relevant legislation and incorporating the council Employer Value Proposition (EVP) and corporate branding guidelines.
7	To develop and maintain relationships and provide clear and consistent resourcing advice to hiring managers, candidates and schools.
8	Proactively develop positive and collaborative working relationships with a range of customers/clients, stakeholders and partners.
9	To work alongside the professional Resourcing Team supporting them to provide a comprehensive and quality service, handling day to day queries and provide recruitment advice on Policies and Procedures. This may involve supporting wider recruitment activities, working with Employees, Managers and candidates.
10	To contribute to strategic projects and service developments as required.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Knowledge and experience of recruitment, knowledge of schools recruitment would be an advantage.	A/I	X	
Knowledge of the end to end recruitment lifecycle	A/I	X	
Knowledge of employment law relating to recruitment	A/I	X	
Excellent written communication skills with the ability to write clear, unambiguous and engaging job adverts	A/I		X
A proficient communicator with the ability to persuade and convince others of the benefits of good resourcing practices	I	X	
Self-motivated, with the drive and determination to work under pressure and manage priorities appropriately	I	X	
Able to develop and maintain collaborative working with a variety	I	X	

of colleagues/ customers			
Excellent planning skills and the ability to work flexibly and to agreed timescales	A/I	X	
Experience of working in Local Government or a political environment	A/I		X
Excellent attention to detail and the ability to be reliably accurate	A/I	X	
Excellent IT skills, including experience of using applicant tracking systems & Microsoft Office	A/I	X	
Demonstrates analytical, creative & proactive thinking	I	X	
Understanding of wider recruitment related HR areas including: metrics, branding, diversity, talent mobility, succession planning, and strategic workforce planning	A/I		X
Shows flexibility in thinking and is always open to new ideas and approaches and continually keeps up to speed on market developments and trends	I	X	
Displays high integrity around all that is confidential and is exceptionally discreet	I	X	
Project management skills	A/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 the [Lincolnshire County Council Core Values and Behaviours](#) 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.