

Job Description

For HR Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Recruitment Advisor (T5)
Salary Grade:	Scale K
Directorate: Service area:	Resources
Accountable to:	HR - People Solutions Centre
Accountable for:	Team Lead – Specialist Recruitment
Politically restricted post	N/A
Delivery teams:	This position is not politically restricted
	N/A

Context

You will play an active role as part of our HROD service delivery team working in partnership with our commissioning teams to design and deliver customer focussed services that meet our delivery capabilities.

You will support the Service Manager and other Delivery Team Leaders in achieving our organisational vision and outcomes. Working collaboratively with your team to meet the outcomes of the service delivery plan. You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section, and customers.

To support services to solve recruitment challenges and maintain a high performing workforce with improved retention. To gain a good understanding about the opportunities and challenges of recruitment within our Services in Warwickshire and the region, particularly in relation to hard to fill roles. This role includes proactively supporting recruitment and retention activities within Warwickshire County Council. This includes operational support, and to review, provide analysis, make recommendations for improvements, and implement agreed change.

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Specific role assignment

Delivery responsibilities

Provides information, advice, and guidance, in response to requests from hiring managers or the workforce, on the initiation of recruitment campaigns, including managing applicant tracking system and regional recruitment activities. This includes gathering data and providing senior leaders with an analysis and recommendation in order to ensure the most fruitful recruitment.

The design and marketing of recruitment campaigns to meet the specification and budget of the hiring manager while achieving best practice, as well as competing with external organisations to ensure Warwickshire County Council can recruit to vacancies, while embedding the Warwickshire Brand at every opportunity.

Provides information, advice, and guidance, in response to requests from hiring managers or the workforce in relation to resourcing best practice and legislation.

Provides information, advice, and guidance, in response to requests from hiring managers or the workforce, for Senior Management recruitment campaigns e.g.: Tier 3. Ensuring we continue to embed value-based recruitment within the interview and assessment process.

Provides information, advice, and guidance, to hiring managers on the use of our temporary labour arrangements and ensuring that our internal Policy and Processes are followed, including IR35.

Supporting the Recruitment Assistants to ensure the completion of pre-employment checks are completed as soon as possible to ensure candidates are onboarded in a timely manner and assist in answering any queries.

In response to requests from their own Line Manager, draft policy or process proposals in relation to all Recruitment issues, approval or agreement processes with Senior Managers

In response to requests from their own Line Manager, undertakes original research into Recruitment, procedures and practices operating elsewhere. Research, identify, develop, and lead on the implementation of appropriate and cost-effective staff engagement and retention strategies. Works closely with HR Strategy & Commissioning and hiring managers to fully understand resourcing requirements and accordingly plan, develop and deliver an appropriate and effective campaign strategy. Co-ordinate and lead with colleagues in the service job/careers events and open days where appropriate.

In response to requests from their own or other managers, produces complex reports and presents complex information on Recruitment issues, including data extracted from electronic HR records systems. Create and analyse service performance data to enhance the recruitment service. Analyse a wide range of data and information

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from local markets, neighbours and internal statistics as appropriate to form ideas/initiatives.

A significant focus on developing and delivering highly effective, pro-active communication channels, to achieve a collaborative relationship across the Senior Leadership Team, Operational Management Team, internal and external suppliers and support functions and other key stakeholders.

Manage a portfolio of hard to fill vacancies including senior and specialist recruitment in a fast-paced demanding environment by designing and facilitating training and candidate assessments. Managing the end-to-end candidate journey from advertising design to candidate onboarding. Explore and utilising new and existing cost-effective methods of direct candidate recruitment. Deliver multiple recruitment related projects against time and quality targets.

Provides advice, guidance and support to HR professionals in respect of all the above areas of responsibility by working collaboratively and in partnership with workforce leads and officers at all levels within Warwickshire County Council and Human Resources. Working with marketing and other key stakeholders to deliver an effective Social Media presence to promote Warwickshire County Council recruitment.

Delivery responsibilities	<ul style="list-style-type: none">• Recruitment support and advice to hiring managers• Design and Marketing of recruitment campaigns• Embedding of WCC Employer Brand• Maintaining of recruitment operational data• Redeployment• Job postings• Campaign and Candidate management• Assessments• DBS & pre-employment checks• Onboarding to payroll• Temporary agency recruitment
Key business measures	TBC
Statutory responsibilities <i>(if applicable)</i>	Not applicable
Specific experience	<ul style="list-style-type: none">• The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the medium term• Experience of providing information and advice including the ability to communicate complicated or sensitive information with varied audiences in person and/or writing.

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	<ul style="list-style-type: none">• The ability to organise own workload and decide priorities• The ability to work within broad practice or guidelines using managerial discretion over a broad area of activity• The ability to work under a very high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands.• The ability to cope in situations where there is an emotional demand arising from the work being undertaken• Experience of contributing to the development of HR Policies and Procedures• Ability to certify and authorise expenditure within budgets• Have experience of delivering formal training to a range of audiences• The ability to use own initiative to respond independently to difficult problems and unexpected situations
Specific qualifications/and registration	CIPD qualified and substantial post professional experience working within a relevant HR environment or the equivalent level of experience.
Budget responsibility	N/A
FTE responsibility (line management)	N/A
Key stakeholder relationships	

Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

WCC values and behaviours

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The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what
we say



move with
purpose
and energy



focus on
solutions



help people
and
communities
to find their
own solutions



build strong
working
relationships



be the
best we
can be

Strategy... the direction we will take to
achieve our outcomes



Plan... what we will do to achieve the strategy



Commissioning... the process of how we will plan,
purchase and monitor our services



Strategic Commissioning... the process for
understanding, planning and delivering services
to achieve the best outcomes



Operational Commissioning... the process for
meeting need at an individual level or to a
specific group



Delivery... providing services to our
customers

