

Job Description



This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: Resourcing Adviser

Location: Hybrid/Teith House

Reports to post (Title): Team Leader - Resourcing

Service: Workforce Planning & Organisational Development, People & Community Wellbeing

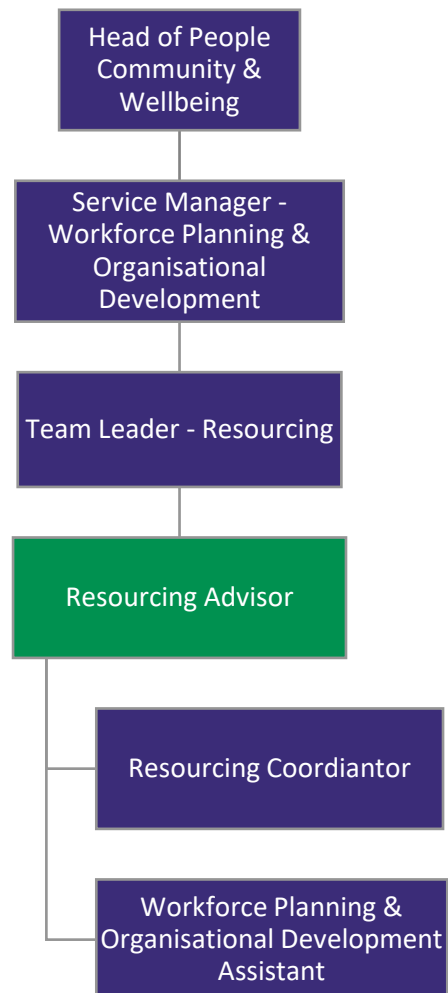
Grade: JE09

Eval Ref: 3683

Date: August 2023

Section B

Organisational Relationship



- The post-holder will report to the Team Leader - Resourcing. The post-holder is part of the Workforce Planning and Organisational Development team working in collaboration with operational staff and managers.

Section C

Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

- The primary purpose of this post is to support, co-ordinate and facilitate the end-to-end recruitment process for a range of internal and external vacancies, ensuring an excellent service is provided to our recruiting managers and to provide an outstanding candidate experience for applicants and new employees.
- The post holder will:
 - Ensure that recruitment campaigns are designed and implemented in a way which meets business needs and adheres to the relevant Council policies
 - Play a critical role in attracting and securing high calibre candidates into roles within the service remit (and flexibly across the Council where required).
 - Ensure safe and effective recruitment practices, with a focus on positive end-to-end and new candidate and new employee experience.
 - Operate within the Workforce Planning & Organisational Development team, working to help achieve the overall objectives of the service.

Section D

Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

- Reporting to the Resourcing Team Leader, work with services within the remit to plan and coordinate effective recruitment campaigns.
- Provide management and leadership to the Resourcing Coordinator in achieving the goals of the service and responsibilities of the role.
- Liaise closely with line managers whilst ensuring that campaigns are both designed and implemented in a way which is tailored to the needs of the business and compliant with Council policies.
- Lead on the design and implementation of robust assessment and testing activities to support effective selection of the best candidates for the role.
- Monitor and coordinate the process of pre employment checks to ensure safe and effective recruitment.
- Provide accurate and timely transactional responses and communication with candidates and hiring managers, responding to queries and requests as appropriate and using discretion to resolve issues.
- Work to challenging 'time to hire' performance indicators, ensuring the time between vacancy requests and candidate onboarding is as short as possible, whilst maintain the integrity of the recruitment process and ensuring safe recruitment practices. Liaise closely with both candidates and hiring managers to achieve this.
- Plan and coordinate effective preboarding and onboarding activities to ensure an optimum candidate and new employee experience and to maximise productivity for the new employee as quickly as possible in their role.
- Promote and protect the Council's approach to robust but open and fair competition whilst ensuring a positive approach to increasing diversity within the workforce
- Provide management information, analysis and manipulation of data to support evaluation and decision making. Continuous development of data analysis through software applications.
- Assist with on-going Resourcing project work in policy/systems development as required.

- Procure specialist recruitment services, ensuring best value and in accordance with Council policy and Standing Orders.
- Support the maintenance and development of HR systems, ensuring effective and efficient workflows and accurate data.
- Carry out any other duties appropriate to the grade and function of the post.

Section E

Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget

- Handling/processing of personal employee data in relation to recruitment and onboarding.
- Ensuring information and data held on systems is appropriately maintained, in line with agreed standards, and available as required by managers.
- Responsible for ensuring the accuracy of data to be used in reporting.
- Purchase to pay processes, ensuring prompt payment of invoices.
- Procuring goods and services related to the delivery of learning & development, as approved by the Workforce Development Adviser.
- To ensure appropriate use and monitoring of team and shared resources, e.g. laptops, AV equipment.

Section F

Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

- The role requires well developed interpersonal and communication skills in order to engage stakeholders and to build and maintain relationships. Must be able to communicate fluently both verbally and in writing. The post holder should be able to influence and negotiate effectively, and quickly build credibility with managers and service providers/suppliers alike.
- The post holder will regularly deal with a wide range of stakeholders, typically:

Internal: Hiring Managers, Workforce Planning & Organisational Development colleagues, HR, and colleagues across Council services.

External: Partner organisations, recruitment candidates, recruitment agencies, External Suppliers.

Section G

Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Able to work autonomously at times under the direction of the Resourcing Team Leader.
- Able to exercise sound judgement within the remit of the role.
- Able to work for focused periods of time
- Able to use discretion and judgment in dealing with confidential and sensitive matters.
- Able to articulate, promote and communicate effectively
- Able to exercise own initiative and respond positively to challenge.
- Able to establish and sustain positive relationships and partnerships that generate confidence, respect, credibility and trust, to achieve required outcomes.
- Able to demonstrate negotiating and influencing skills, able to influence team, customers and suppliers.
- Able to prioritise workload on a daily, weekly and monthly basis.
- Able to be proactive, flexible and creative in approach to main duties and responsibilities.
- Able to work to deadlines and liaise effectively with colleagues.
- Able to work to the standards as set by internal and external agencies.

Section H

Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g.

Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- The Post will be based on a hybrid working model with an estimated 3 days in office, however this may increase in line with business needs. Travel to locations across the Stirling Council area will be required.
- Able to deal with competing demands from allocated Council services within the remit.
- Out of hours working may be required on an occasional basis, and flexibility is necessary to deliver required outputs against tight deadlines.

Section I

Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

- Educated to SCQF level 7 in a relevant subject area and experience in learning needs analysis and learning & development planning.
- Associate Membership of CIPD.
- Experience of planning and coordinating recruitment campaigns, with sound organisational skills.
- Understanding and appreciation of the importance of an outstanding candidate and new employee experience, with a desire to continuously improve this.
- Able to develop and continuously improve essential processes in relation to recruitment.
- A sound understanding of Microsoft Office suite, confident digital user and a curiosity to explore the opportunities that digital can bring to the team and the organisation.
- Open to new ideas and innovative ways of working
- Credibility as a collaborative partner, working with services to establish effective plans.
- A proven ability to engage and motivate others.
- Effective communication skills, both written and verbal.
- Ability to exercise sound judgement and decision-making, within the bounds of the role remit.

Desirable Criteria:

- Knowledge of the key challenges and opportunities facing the public sector both now and in the future