



SWINDON
BOROUGH COUNCIL

ROLE PROFILE

Title:	HR Recruitment Adviser - M		
Career Family:	Facilitating the Council	Date:	30.01.23
Career Family Level:	Level	Reference:	
Reports to (Job Title):	HR Recruitment Manager		

Purpose:

To proactively support managers by providing advice on recruitment best practice.
To undertake recruitment vacancy briefs- setting an agreed timetable of activities and associated dates from the outset, ensuring all parties are aware of their role and responsibilities.
Manage talent pools and keep candidates and hiring managers engaged and informed throughout the recruitment process
Work closely with the wider HR colleagues to ensure recruitment activities align to business needs and agreed process

Accountabilities:

- Provide advice & guidance to hiring managers on the end to end recruitment process
- Conduct vacancy briefs with hiring managers/key contact upon receipt of approval to recruit, to agree most cost effective sourcing strategy & plan key campaign dates- to include shortlisting and interview dates in advance, to improve time to hire and the candidate experience
- To be part of recruitment panels as and when required
- To support Skills assessments for redeployment of staff
- Contribute to the Recruitment dashboard for reporting purposes
- Recruitment training for Managers on interview process and selection process
- Ensuring statutory processes are adhered to, such as right to work, DBS, overseas recruitment documentation
- Recommend and promote best fit and cost effective media sources

- Utilise available internal and external talent pools, ensuring candidates are kept informed and engaged on suitable vacancies
- Support the business in writing engaging recruitment adverts aligned to SBC brand
- Ensure all recruitment materials are aligned to SBC brand and effectively sells SBC as an employer of choice
- Optimise the use of free advertising sources to attract candidates & in line with our diversity & inclusion and fair & open competition commitments
- Liaise with preferred media agency to place adverts in paid media
- Collation of end of campaign MI to include success of media sources, time and cost per hire, diversity information
- Checking of completed recruitment documentation – i.e shortlisting matrices – ensuring that fair and open competition and accreditation principles (i.e. Disability Confident) is adhered to
- Regular engagement with candidates as they go through their candidate journey
- Work closely with the HR Operational team to ensure a seamless candidate on boarding experience
- Undertake effective Job Evaluations, drawing on benchmarking data and ensuring a fair, consistent and objective assessment
- Assist with the recruitment teams attendance at external events including careers fairs, engagement with local schools and universities, maintaining a professional and engaging SBC presence
- Continuous Improvement of the recruitment function- promoting SBC as an employer of choice and focus on delivering the best candidate experience

Context and Dimensions:

Flexibility

The above is not an exhaustive list and the role holder may be required to undertake additional or alternative tasks and duties as the needs of the business dictate, provided they are within the individual's capabilities and skills set at an appropriate level.

Variation

This is a description of the job as required at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

Financial responsibilities:

This role has no direct budget accountability.

Management responsibilities:

This role has no management/supervisory responsibilities.

Values and Behaviours:

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrative and live our organisational values and behaviours, this mean in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behavior style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

PERSON SPECIFICATION

Qualifications:	E or D	S / T or I
1. CIPD qualification or equivalent is desirable but not essential/ or equivalent experience in recruitment	E/D	S
Knowledge and Experience:		
2. Significant end to end Recruitment life cycle experience	E	I
3. Significant experience of providing detailed recruitment advice and guidance and its practical application	E	I
4. Experience of stakeholder management	E	I
5. Experience in writing job board advertisements	E	I
6. Ability to influence a range of stakeholders and employees	E	
7. Proven experience in delivering in a high volume resourcing environment	E	
Aptitudes, Skills and Competencies:		
8. Writing engaging recruitment adverts to attract candidates	D	I
Special Conditions of Recruitment:		
9. Attendance at Council premises on a dedicated day each week is essential.	E	I
10. Attendance at meetings on site at times is required to meet objectives.		
Version History:	Person	

1. Version created on 30.01.23

B Osibogun