



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Senior Recruitment Advisor	Role Profile Number: ENH125
Grade: Q	Date Prepared: May 2019
Directorate/Group: Resources	Reporting to: Recruitment Manager
Structure Chart attached:	Yes

Job Purpose

- To proactively support managers by providing in-depth advice on resourcing best practice and campaign manage for hard to fill roles
- Engage with stakeholders to challenge current thinking on resourcing and achieve buy-in to new attraction and selection practices i.e. early careers “grow your own talent”, the use of social media, assessment and selection tools
- Create and maintain networks through direct sourcing methods and optimisation of social media channels to build talentpools and reduce cost per hire
- Assist with executive resourcing where required, working with the Resourcing and Talent Manager to develop in-house capability to direct source senior level roles
- Work closely with resourcing team and wider HR colleagues to ensure resourcing activities align to business needs and agreed process.

Key Accountabilities

- provide expert advice to Recruiting Managers and HR teams on appropriate resourcing strategies in order to successfully deliver high volume and bespoke recruitment campaigns across SBC, this will include early careers (apprenticeships/graduates), hard to fill roles and the management of assessment centres
- Work closely with the business to determine the best route to market, utilising available internal and external talent pools
- work closely with HR Business Partners and/or Recruiting Manager to case manage specific recruitment campaigns that could be sensitive or complex
- manage direct hiring campaigns through the use of social media and other networking strategies to help reduce costs to the business and build a talent pipeline

- support and influence the internal and external recruitment process, supporting managers to run appropriate interview and selection processes to attract and recruit suitable employees across directorates
- provide guidance to managers on structured interviewing techniques, criteria and capability based selection and general support throughout the entire recruitment project life cycle to offer and acceptance stage to enable consistency and fairness in the recruitment and selection process
- respond to referrals from the HR Advice & Admin team regarding employees starting work which require in depth policy or legislative knowledge
- ensure the relevant HR Business Partner/Recruiting Manager is aware of any potential recruitment issues which may have a business impact including issues relating to Points Based Immigration
- support on delivering recruitment projects within agreed timescales, to budget and to customer satisfaction
- work closely with the HR Operational Team to ensure a seamless recruitment service is provided
- utilise analytics and end of year reports to negotiate cost reductions with third parties such as preferred advertising and recruitment agencies as well as manage and feedback performance to the Resourcing & Talent Manager
- Continuous Improvement of the resourcing function- promoting SBC as an employer of choice and focus on delivering the best candidate experience.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- CIPD qualification OR equivalent level of Recruitment experience
- significant experience of providing detailed resourcing/recruitment advice and guidance and its practical application
- in-house/specialist agency recruitment experience and experience of stakeholder management
- proven track record in direct to market recruitment, including writing job board advertisements, job board and social media database searches including LinkedIn, Jobsite etc
- able to influence a range of stakeholders and employees
- significant coaching skills
- management of third party suppliers
- advanced influencing, negotiation and relationship building/partnering skills (with both internal customers and external suppliers)
- proven experience in delivering in a high volume resourcing environment
- experience of working in a changing environment
- awareness of market trends and utilising relevant networks to gain up to date knowledge
- experience of analysing recruitment data, looking at patterns on trends to influence decisions.

Qualifications

- CIPD qualification or equivalent is desirable
- Desirable- SHL (or equivalent) Level A and B qualified

Decision Making

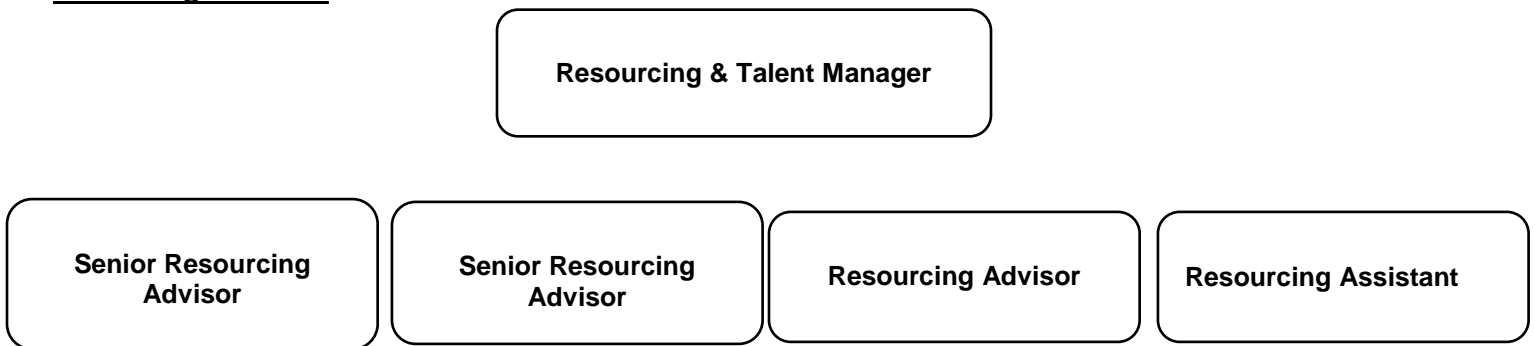
- Advising managers on the most effective resourcing solutions to fill their skills gaps, including advising on suitable budgets/spend for media campaigns.

Creativity and Innovation

- Writing engaging recruitment adverts to attract candidates
- Managing engaging social media recruitment campaigns.

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• No line management responsibility•	Budget Holder	No
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Resourcing structure



Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Internal Hiring Managers, wider HR team, Finance, Communications, members, partner organisations such as advertising agencies, media agencies. General public and anyone that applies as a candidate.

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 demonstrate and live our organisational values and behaviours , this means in our work we are:

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

We display a communication and behaviour 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.