

## **JOB DESCRIPTION**

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|-------------------------------|---------------------------------|
| <b><u>Job Title</u></b>       | Recruitment Advisor (Corporate) |
| <b><u>Reports to</u></b>      | Corporate Recruitment Officer   |
| <b><u>Reporting staff</u></b> | None                            |

### **Job Purpose**

To execute all HR recruitment functions inclusive of pre-employment arrangements. To provide customer focused HR advisory support which includes resolving workforce planning and recruitment and selection issues on a day to day basis in support of the wider people management arena by providing a comprehensive HR service to managers and staff within the organisation.

### **Generic Responsibilities / Job Family**

#### Technical

- To provide specific support to a Service department or function which may include maintenance of records, distribution of information, participating in events or co-ordinating application/assessment processes
- To act as a point of contact for the function and provide appropriate advice. Guidance and / or support
- To ensure effective systems are in place and provide advice to senior managers regarding system development and review

## **Specific Responsibilities**

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| <b>1</b> | Provide HR workforce planning and recruitment and selection advice and support to Line Managers, Business Partners and all employees. Investigate and resolve a wide range of HR workforce planning, recruitment and induction related issues in a fair and consistent manner (for example ensuring that staff postings/transfers and job vacancy information is accurate and up to date, and reviewing and responding to customer feedback) |
| <b>2</b> | Review, draft and produce all HR recruitment and selection related documents (e.g. associated policies, templates, MS forms, organisation structure charts, and recruitment guidance) to ensure they are fit for purpose on a regular basis. Assist in the development of policies and procedures in reaction to legislative changes   |
| <b>3</b> | Advise on, oversee and have responsibility for the progression of job vacancies, including advertising options and pre-employment checks (external and internal) and promotion processes. This includes; procedures, processes, guidance (manuals) and delivering training. Liaise with other stakeholders to ensure recruitment timelines are met e.g. Occupational Health and respective training centres                                  |
| <b>4</b> | Responsible for delivering a wide variety of recruitment, workforce planning and promotion process tasks; interviewing internal and external candidates; arranging and producing documentation for staff postings meetings (including notetaking and recording decisions); producing department succession planning and retirement forecasting information; representing the Service at recruitment and career fairs                         |
| <b>5</b> | Advise on oversee and have responsibility for delivering the Corporate Induction programme for all new starters. This includes regular monitoring and reviewing to ensure it continues to be fit for purpose   |
| <b>6</b> | Proactively use a systems' thinking approach to ensure the HR systems are accurately updated whilst providing and implementing recommendations for improvements and working practices (e.g. the Service Establishment and other complex processes)   |
| <b>7</b> | Responsible for developing and maintaining the recruitment system to ensure it meets organisational needs. Produce and update training manuals and proactively manage training for staff and recruiting managers   |
| <b>8</b> | Participate in any HR related projects or policy and procedure development associated with recruitment, induction and promotion processes as required  |

