Recruitment & Resourcing Advisor

HR

|  |  |
| --- | --- |
| **Overview** | |
| **Role Purpose** | To work with the Recruitment Manager on recruitment and resourcing initiatives, ensuring an efficient, effective customer focused service across NHG.  To provide specialist resourcing and assessment advice and support for the HR team and business, to ensure that we attract and recruit a diverse and high-quality range of candidates for NHG.  To support NHG to create a positive candidate experience and develop the employer brand to showcase NHG as a great place to work.  To work with and develop relationships with external partners and suppliers, utilising expert advice for NHG and achieving value for money. |
| **Responsible for** | Supporting the attraction, selection and recruitment of a high quality and diverse workforce through an efficient and effective approach |
| **Reports to** | Recruitment Manager |
| **Line management** | N/A |
| **Tier** | 8 |
| **Expectation Level** | Colleague |
| **Role relationships** | |
| **Internal** | Directors, Heads of Service, managers and staff, staff networks, HR team |
| **External** | Suppliers, partners, agencies, working groups, forums, specialist consultants |

| **Role accountabilities** |
| --- |
| **Recruitment delivery and advice**   * Develop effective relationships with external partners, including recruitment agencies and assessment specialists and assist the Recruitment Manager with the contract management to ensure compliance and performance * Support the management of recruitment including partner and agency related performance indicators and recruitment reporting requirements * Advise and coach HR colleagues and managers on recruitment and resourcing policies and procedures, systems and best practice * Ensure procedures, guidance and templates are kept up to date in accordance with requirements * Develop approaches to recruitment activity to achieve a positive candidate experience, including designing, developing, sourcing and maintaining appropriate assessment and selection techniques, and systems as well as seeking and acting on feedback * Support the Recruitment Manager with an overview of recruitment forecasting, working with HR Business Partners/Advisers and HR Services, and assist with the planning and delivery of recruitment activity * Assist with planning large-scale and complex recruitment campaigns in partnership with HR Business Partners/Advisers and managers * Develop specialist knowledge in sourcing and attracting candidates into difficult to recruit areas * Lead on the management and overview of the redeployment pool * Assist in the management of talent pools, both internal and external   **Employer brand**   * Manage the running of external recruitment events or other interventions to raise the profile of and promote NHG as a great place to work   **Reporting, data and systems**   * Work with the Recruitment Manager to undertake analysis of data and statistics to produce reports to review and evaluate the effectiveness of recruitment campaigns and assessment centres, making recommendations for change or improvement * Provide coaching and training for HR and managers through the recruitment lifecycle. Deliver training as needed, e.g. recruitment and assessor training * Consider all diversity and inclusion implications are considered during attraction, selection and recruitment process * Support the work of the HR team with any projects, research or other requirements as needed   **General**   * Ensure that all diversity and inclusion implications are considered in all work, and in personal conduct across NHG * Support the work of the HR team with any projects, research or other requirements as needed * Proactively seek feedback from the business to continually improve the work of the HR team and contribute to the development and implementation of HR strategy * Follow the financial regulations, policies and procedures at NHG * Follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others   Undertake corporate responsibilities as required, including assistance in investigations and hearings in formal processes across the business |
| The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required. |

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

|  |  |
| --- | --- |
| **Personal Specification** | |
| **Professional expertise (know how & experience)***’* | |
| **Essential** | **Desirable** |
| * Experience of working with external partners such as recruitment advertising suppliers, assessment/selection suppliers. * Experience of using an Applicant Tracking System. * Experience of devising attraction strategies including use of social media * Knowledge of recruitment compliance checks | * Knowledge of employer branding * Experience advising on recruitment and resourcing processes within a diverse organisation |
| **Skills** | |
| **Essential** | **Desirable** |
| * Communication, listening and influencing skills with a range of external partners, and managers * Good written and analytical skills * Data analysis and interpretation * Effective IT skills including intermediate MS Office skills | * Report writing skills including recommended solutions |
| **Qualifications and/or professional membership** | |
| **Essential** | **Desirable** |
|  | * Qualified at Level A & B in occupational testing * CIPD part qualified or studying towards (or other relevant HR professional qualification) |

|  |
| --- |
| **NHG Expectations** |
| NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.  This role is a **Colleague** expectation level and therefore you should refer to the **Colleague** expectation profile in addition to this role profile.  The full NHG expectations framework is available on our external job site page and intranet, Milo. |

You’ll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.