

London Borough of Southwark

Job Description

Job Title	Resourcing Advisor
Grade	8
Business Unit	Human Resources, Modernise
Department	Housing and Modernisation

1 Purpose

- 1.1 Provide a high quality HR resourcing advisory service with a specific focus on supporting managers and other customers/stakeholders to develop resourcing strategies and how to translate these into effective resourcing solutions from attraction up to and including on-boarding that meets the needs of the business and is delivered within the context of the Council's workforce strategy.

2 Principal accountabilities

- 2.1 Lead on targeted recruitment campaigns and hard-to-fill roles across the Council, working with hiring managers on initiatives to support their current and future resourcing requirements.
- 2.2 Support hiring managers by designing and developing recruitment campaigns that aim to attract and retain emerging talent and high potential individuals which includes writing adverts, campaign text and designing microsites for targeted and hard-to-fill posts.
- 2.3 Provide hiring managers with creative options on methods of candidate attraction and selection (including advice on generic occupational assessment methods available) that ensure the Council reaches a broad market specifically building the Council's employer brand and reach through a variety of channels including social media, specialist search sites and jobs boards to assist in a seamless and effective resourcing process.
- 2.4 Provide in conjunction with the HR Transactions team an efficient on-boarding service that supports both the manager and candidate experience from selection decisions through to appointment, achieving KPIs for the department e.g. time to hire.
- 2.5 Provide coaching, support and training to hiring managers, acting as a trusted advisor and resourcing expert to managers and HR colleagues.
- 2.6 Support the management of strategic partnerships with suppliers including temporary staffing (Comensura), advertising (TMP and

Guardian Jobs), applicant tracking system (Lumesse TalentLink) and occupational testing and assessment (external providers) to ensure all available resources are utilised and appropriately commissioned.

- 2.7 Provide advice, guidance and support to the HR Transactions team on appropriate monitoring and quality of new hires pre-employment checking (e.g. referencing, criminal history, immigration, professional registration, qualifications) and assist in the development of existing processes and the use of new and emerging technologies to improve best practice and overall service delivery.
- 2.8 Support in various networking events such as job fairs, schools and University open days and to promote the council as an employer of choice.
- 2.9 Liaise with the HR Transactions team throughout each recruitment campaign to ensure that managers and other stakeholders receive a seamless level of service.
- 2.10 Work with the HR Transactions Team to ensure the maintenance of HR data records (on all HR systems, including the Council's recruitment system) and that all records held are accurate, up to date and meet organisational objectives for workforce and HR record keeping, including monitoring KPIs for resourcing.
- 2.11 Assist in the development and delivery of the Council's employer brand and the Employee Value Proposition to align with the HR workforce strategy.
- 2.12 Advise on new technological solutions and industry best practice to improve the Council's resourcing strategy and practical implementation of an efficient and effective HR resourcing function.
- 2.13 Monitor and evaluate the success of recruitment campaigns, produce appropriate management information as requested and highlight areas for change within recruitment as a result of MI.
- 2.14 Ensure clear communication and support positive working relationships between stakeholders and HR to ensure effective clarity of roles, responsibilities and effective processes that support in the provision of a high quality HR function to the Council.
- 2.15 Undertake research in HR resourcing and on-boarding related areas as directed and participate as part of a wider group of HR staff in the implementation of HR projects, under the supervision of senior HR or Council staff.
- 2.16 Actively promote the Council's equality and diversity objectives in terms of personal practice and within the context of all HR advice and

guidance provided.

3 Job Context:

4 Reporting

This role reports to the Resourcing Manager, or other senior HR staff as required relating to the work being undertaken.

This role has no direct reports.

5 Financial responsibilities

This role has no direct budget accountability.

This role is responsible for ensuring all financial transactions undertaken are processed within the appropriate finance protocols (such as authorisation, purchasing limits and use of cost centres).

6 Conditions of Service

This role is covered under the NJC conditions of service as applied in Southwark Council.

This role is deemed to be a full time role (36 hours a week).

7 General

The post holder is required to carry out duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.

8 Health & Safety

The post holder is required to carry out duties and responsibilities in accordance with the Council's Health and Safety Policy, and Health and Safety legislation.

9 Job sharing

This post is open to job share.

10 Pension

The post holder may apply to join the Local Government Pension Scheme.

11 Politically restricted post

This post is not classed by the Council as be politically restricted as defined in the Local Government & Housing Act 1989.