

# Job Profile

## Recruitment Advisor

Grade: 8

Date created: August 2024

### About the Job

To work with key stakeholders to raise the profile of Gloucestershire County Council and Gloucestershire as a place to work on a local and national level. To work with managers to create an employer brand and employee value proposition, increasing the council's use of social media for recruitment.

### This is what we need you to do...

- Work with managers and the HR Team to implement high quality and cost-effective recruitment and selection practices which meet business needs.
- Lead on senior and executive recruitment, supporting the recruiting manager at all stages, from advert to appointment.
- Take operational lead on the temporary agency contract, ensuring we continue to reduce costs.
- To support the business to implement retention strategies to retain staff in 'hard to fill' posts and review periodically to ensure fit for purpose.
- To support and oversee the selection processes, which includes providing expert advice to line managers, participating in selection activities, as required
- To work with HR colleagues in the collation and interpretation of both quantitative and qualitative data/information to monitor current staffing data and inform future recruitment and retention activity
- To work closely with our communication's team to ensure we make effective use of social media
- To work on the development and upkeep of Council's job pages, ensuring we attract high quality candidates and have ongoing creative and targeted advertising and recruitment campaigns.
- Ensure the creative promotion of the many benefits of working in Gloucestershire County Council to existing staff.
- Support the Talent & Retention lead to ensure all recruitment policies including DBS reflect legislative changes, safer recruitment and statutory guidance.
- Work with colleagues in the HR Team and the organisation to achieve agreed outcomes for workforce development needs, where relevant to recruitment.
- Work with our temporary agency provider and other recruitment contract providers to ensure they meet the Council's needs.

## **Special Conditions:**

- Support the implementation of the organisation's equal opportunities objectives with reference to any targets / positive actions set out in the Fairness & Diversity Strategy.
- To adhere to all organisation Health and Safety policies and procedures and other County Council policies and procedures applicable to employees

## **The ideal candidate for this role will have...**

### **Experience**

- Previous experience of working in HR/Recruitment including the use of relevant systems and programs.
- Project Management
- Analysis and interpretation of data.
- Working autonomously and the ability to work to challenging deadlines.
- Experience of prioritising workload, time management and dealing with conflicting priorities

### **Knowledge, Skills and Understanding**

- Have a good understanding of recruitment legislation and best practice.
- Understanding of how social media is used for recruitment.
- Good understanding of safer recruitment, DBS, right to work and other statutory guidance.
- Skilled in Microsoft Office Packages
- Ability to present data using visual formats
- Ability to communicate effectively both verbally and in writing in a clear, well constructed, concise, and plain English style with internal and external contacts at all levels.
- Excellent organisational skills with the ability to prioritise workloads.
- Good levels of emotional intelligence, with the ability to build trust and confidence with a wide variety of stakeholders
- Have a professional, proactive approach to work

### **Education & Qualifications**

#### **Essential**

- Educated to degree level or equivalent or equivalent experience in the recruitment field.

#### **Behavioural attributes**

- Customer focussed
- Personally credible to managers in the business
- Innovative approach to problem solving
- Able to work effectively as part of a team
- Flexible, creative, focussed self- starter
- Organised and able to meet tight deadlines.
- Able to demonstrate GCC value-driven behaviours
- Committed to continued professional development
- To have a positive attitude to problem solving and innovation and have a flexible and adaptable approach to challenges.
- Excellent organisational skills.
- Committed to continued self development and a willingness to participate in training.

**Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the organisation reserves its right to amend or add to the accountabilities listed above.