

Job Profile - Resourcing Advisor

This supplementary information for Resourcing Advisor is for guidance and should be read in conjunction with the Job Capsule for Level 4 Zone 1 roles in the Human Resources Job Family.

Camden Way Category 4 - Practitioner & Manager (Levels 4-5)

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

To work closely with services to pro-actively identify resourcing and workforce issues and to recommend, implement and evaluate effective and timely resourcing interventions that meet those needs

Example outcomes or objectives that this role will deliver:

To establish requirements and accurate information at inception to ensure these are fully understood and appropriate sourcing methods are implemented and suitable candidates are attracted.

To work closely with a designated part of the business to understand and project workforce issues and identify resourcing requirements at an early stage

To act as the first point of contact for recruiting hiring managers to ensure they are kept informed about the progress of their recruitment campaigns.

To monitor the progress of recruitment campaigns to identify potential problems at an early stage (for example low response rates and potential blockages in the process) to inform remedial courses of action and ensure hiring managers are kept informed.

To provide advice and information to hiring managers on a range of issues (for example use of media, assessment and selection options, including interview guidance, support on recruitment systems and use of different contract types) to ensure informed resourcing decisions are made and appropriate courses of action are taken.

To review the effectiveness of recruitment campaigns including media and sourcing channels to inform the review of the Council's advertising strategy and provision of advice and information to recruiting managers.

To agree roles, responsibilities and timescales at the beginning of a campaign to ensure hiring managers are aware of what is expected at an early stage.

To provide to hiring managers feedback on the quality of CVs/applications to ensure suitable candidates are short-listed for consideration by recruiting managers.

To provide advice and guidance to managers and other stakeholders on all aspects of the recruitment and selection process

To work closely with a designated part of the business to understand and project workforce issues and identify resourcing requirements at an early stage

To provide advice and guidance to managers and other stakeholders on all aspects of the recruitment and selection process

Attend network events including job fairs and appropriate functions

Participate on training courses for personal development and enhance skills and technical knowledge

Act as first point of contact for complaints and to manage through to completion. Where necessary to escalate to Line Manager

People Management Responsibilities:

The Resourcing Adviser does not have any direct line management responsibility although they will be expected to work closely with the Resourcing Co-ordinator to allocate and agree work priorities.

Relationships:

The job-holder will own the day-to-day relationships with recruiting hiring managers– this will include hiring managers

The job-holder will have regular contact with the Council's recruitment advertising partner in relation to agreeing and placing advertisements in relevant media.

Work Environment:

The job-holder will be primarily office based.

Technical Knowledge and Experience:

To be successful in the Resourcing Adviser role, the job-holder will require experience of working in a results-orientated environment.

They will require knowledge/experience of the recruitment industry, advertising and an understanding of attraction methodologies including direct sourcing and social media and knowledge of assessment.

They will also be expected to hold an appropriate level of HR knowledge relating to selection and assessment.

Camden Way – Five Ways of Working:

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Team Structure

