**Job Profile**

Job Title: **Inclusion Resourcing Advisor**

Job Grade: **Level 4, Zone 2**

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

Camden’s Commitment to the Conscious Inclusion statement was published in Autumn 2019. It sets out actions we committed to take forward to become a truly inclusive organisation in relation to race, gender, LGBT+, disability and neurodiversity equality and how we would achieve this through a focus on Our Systems, Our Leadership and How We Show up at Work.

The rigour, pace and impact of this work means that we need to ramp up our focus and require an Inclusion Resourcing Advisor to carry this work forward and lead on the analysis and implementation of fair and inclusive recruitment processes.

**About the role**

This is a new role highlighting our focus on conscious inclusion, the role holder will be working with wide rangers of stakeholder both internally and externally. The role holder will have experience in working in sensitive and complex environment and challenge the status quo. They will work with Hiring Managers, Resourcing Advisors, wider HR team and service users to confidently implement and promote diverse and inclusive recruitment practices.

Below are example outcomes or objectives that this role will deliver:

* We have begun testing different selection approaches and creating bespoke process that best assess candidate capability based on the role alone however, we need to do further research and testing on this to develop a more inclusive selection process. Role holder will test new innovative, fair, and inclusive selection processes.
* Conduct market research on best practice inclusive recruitment approaches
* Review the end to end selection process: how and where we advertise, the shortlisting process, the questions we ask, the assessment tools we use, focusing in on capability and not just experience.
* Demonstrating that inclusion becomes a key criterion for selection, creating a transparent scoring criterion, and replacing behaviour type interview questions.
* Integrate our Employee Value Proposition (EVP) to the employee life cycle.
* Provide training to our hiring managers and to the resourcing team.
* Support the Resourcing Advisors with bespoke selection processes based on the vacancy
* Expert and point of contact for inclusive recruitment practices
* Champion our approach to conscious inclusions across the organisation to be an ambassador for change
* To plan and coordinate the delivery of a range of initiatives to bring about effective and positive change across the organisation
* To provide a regular progress update to HR Senior Management Team and to the wider Senior Leadership Group

**About you**

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

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

Will have experience of working on inclusive recruitment initiatives.

**Work Environment:**

During COVID-19 staff are predominantly working from home. Post Covid, there will be the opportunity to work from our offices at 5PS and at home.

**People Management Responsibilities:**

This role does not have any direct line management responsibility although they will be expected to work closely with the Resourcing team to ensure up to date advice and support for Hiring Managers

**Relationships:**

The job holder will own the day-to-day relationships with recruiting hiring managers, Resourcing Advisors, Resourcing Manager, HR Strategic Lead (Supporting Communities & Resourcing) and members of the HR Leadership team.

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,