

## **Job Profile – Talent Pool Advisor**

### **Talent Pool Advisor**

**Job Grade: Level 3, Zone 2**

**Salary Range: £34,629 - £40,171**

### **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.

Camden is investing further in employment support to ensure that residents can access good work opportunities that enables them to live secure, sustainable and happy lives.

Through our newly developed Talent pool, we aim to open up employment opportunities in the council as well as providing accessible and relational employment support to Camden residents. It's an exciting time to join this work in Camden!

This is a key role working closely with our Inclusive Economy team, alongside Job Hubs in Camden as we scale up our approach to reach and support more Camden residents. We are looking for a Talent Pool Advisor that can provide relational support to residents that are entering the pool, helping them access all the help they need to address the barriers that are preventing them from accessing and thriving within employment. The pool will offer residents the opportunity to access agency roles within the council as well as employment support services.

### **Role purpose:**

We want everyone in Camden to lead good lives - and we know that being in good work is a key part of this. We want Camden residents to be in work that makes use of and develops their skills, gives them a sense of purpose and contribution, and pays them a good wage – in order for them to lead the life they want to lead.

Whilst unemployment is at a record low level across the country, we know there are still residents who struggle to get into good work. We want to support these residents to find work that works for them, through bespoke one to one support, career counselling, and relevant skill building and work preparation.

In order to do this, Camden Council are making a significant investment to expand the reach of our employment support to those that need it most. This investment is structured around a neighbourhood approach: working in depth with our communities to understand their ambitions and needs around work, and providing the holistic support they need to help them find and move into good work. As part of this, we are establishing a talent pool to make sure that residents can access agency employment opportunities as well as employment support specific to their needs.

The Talent Pool that we are developing is focused on residents and in particular, access to our agency/temporary roles. We're at the very beginning of our work to develop the service. This is therefore an exciting time to join the Resourcing Team in shaping the service and its approach!

### **Example outcomes or objectives that this role will deliver:**

- Promoting the talent pool to local people through a variety of platforms and welcoming residents to the service and its offer
- Provide outreach support to our residents through recruitment surgeries
- Providing support to residents that have entered the pool, to assess their needs and barriers to employment and training, and providing support to help them access appropriate services and to apply for vacancies within the pool- such as CV writing and interview training
- Working with colleagues across the organisation to ensure the Talent pool is utilised for all entry-level agency/temporary roles
- Developing and maintaining effective working relationships with our Job Hubs, and Good Work Camden colleagues, in order to maximise employment opportunities for residents
- Managing the roles entering our talent pool and where possible, matching suitable residents to vacancies.
- Playing a key role in the overall development and sustainability of the Talent Pool
- Developing the talent pool to ensure it remains effective for the purpose of supporting residents into good sustainable work

### **About you**

To be considered for this post, you should possess, and be able to demonstrate, all of the following:

- **You are relational:** you have experience of working directly with the public in a demanding environment and provide welcoming and knowledgeable support
- **You build great relationships:** you have excellent communication and interpersonal skills and are effective in working with colleagues, external partners and residents
- **You understand the labour market:** you have a practical understanding of the barriers to employment and training experienced by residents and the labour market conditions that influence this

- **You are a collaborator:** Familiarity with liaising and working with a number of individuals and/or agencies to achieve effective outcomes that meet the needs of residents
- **You want to grow:** Desire for professional development with a commitment to participate in appropriate training
- **You are professional:** Understanding or awareness of data protection, risk management, safeguarding and confidentiality; and
- **You are dedicated to inclusion:** Commitment to, and understanding of, equal opportunities

### **People Management Responsibilities:**

- The role does not have any direct line management responsibility
- There could be opportunities to line manage apprentices or people participating in the Kickstart scheme

### **Relationships:**

- This role reports to the Agency Contract Manager
- You will work closely with Good Work Brokerage Advisors and Job Hub Advisors to identify employment opportunities for Camden residents
- Work closely with HR colleagues and the Resourcing team
- You will build strong relationships with colleagues, council services, external partners and residents

### **Work Environment:**

- At Camden we view work as an activity, not a place. We focus on performance, not presentism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.
- Regular time spent at 5 Pancras Square and across the borough undertaking outreach work

### **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

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

## **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 Ethnic Marginalised groups those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for further information on our commitment.

## **Agile working**

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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](http://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](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,