

Job Profile

Job Title: Recruitment Advisor

Job Grade: Level 4, Zone 1

Salary from: £38,297 - £44,424

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.

The role of Recruitment Advisor is key to help ensure Camden achieve their goals as you will work closely with services to recommend, implement and evaluate effective and timely recruitment strategies to meet those needs.

About the role

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

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

- Establish requirements and accurate information at inception to ensure these are fully understood and appropriate sourcing methods are implemented and suitable candidates are attracted.
- Work closely with a designated part of the business to understand and project workforce issues and identify resourcing requirements at an early stage
- Act as the first point of contact for recruiting hiring managers to ensure they are kept informed about the progress of their recruitment campaigns.
- 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.
- 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.
- 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.
- 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.
- Provide to hiring managers feedback on the quality of CVs/applications to ensure suitable candidates are short-listed for consideration by recruiting managers.
- Provide advice and guidance to managers and other stakeholders on all aspects of the recruitment and selection process

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- 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

About you

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

You 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.

Work Environment:

The role is office based at 5 Pancras Square.

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.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine our corporate services, and we'll redefine what a career can be.

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

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications

from Black, Asian and those of Other Ethnicities, LGBTQ+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

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.