

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title: Recruitment and Retention Advisor</b>	<b>Grade: SO1- PO2</b>
<b>Section: Human Resources</b>	<b>Directorate: Resources</b>
<b>Responsible to following manager: Resourcing and Recruitment Manager</b>	<b>Responsible for following staff: N/A</b>
<b>Post Number/s: TBA</b>	<b>Last review date: June 19</b>

#### **Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### **Job Purpose**

Providing effective advice and guidance to hiring managers to ensure recruitment and retention targets are met.

#### **Specific Duties and Responsibilities**

- Develop positive relationships with stakeholders through the provision of a proactive, credible and customer focussed recruitment service and to work with hiring managers to identify recruitment and retention requirements.
- To lead on the provision of advice and guidance to specified business areas and/ or directorates on relevant aspects of recruitment and resourcing.
- To attend and contribute to matrix management and other meetings held by HR Business Partner and other stakeholders.
- Responsible for ensuring all vacant posts are successfully resourced with an emphasis on quality of hire, time to hire and on direct recruitment activity.
- To proactively use the Recruitment System throughout the all stages of the campaign.
- Design, develop and manage recruitment campaigns from start to finish including onboarding activities.
- Providing advice and guidance on constructing effective recruitment advertisements.

- Ensure that all recruitment and retention strategies and initiatives, promote equality, diversity and inclusion at every opportunity.
- To support the job evaluation process by evaluating posts and interviewing postholders as required.
- Proactively seek and provide feedback, liaising with your customers and stakeholders, providing insight to suggest improved ways of working, addressing hot topics and sharing best practice, identifying opportunities for improvement in the recruitment guidance, process or policy to achieve an overall reduction in time to hire and continuous improvement in the quality of hire.
- Carry out any other duties as required from time to time in accordance with the grading of the post which may include providing support to the HR consultancy team.

**Additional Criteria for progression to SO2 of the linked grade.**

- Advising on a wide-range of recruitment and selection methods.
- Undertake candidate search activities, for individual roles and specific recruitment campaigns, and to create talent pipelines for skill shortage areas.
- Provide an exceptional candidate experience at each part of the recruitment process, expediting the recruitment process at every stage, sharing best practice across the team.
- Assist in training of hiring managers; interviewing, data insights best practice and promoting equality, diversity and inclusion at every opportunity.
- Where required, undertake further or mini competition resourcing exercises through the LGRP frameworks; reviewing responses against the contract specification.
- To undertake recruitment and selection related projects as required.
- Identify and understand resourcing requirements and identify most effective channel of attraction.

**Additional Criteria for progression to PO1 of the linked grade.**

- Prepare and interpret Key Performance Indicators (KPIs) data insights and analysis of the sourcing strategies i.e. time to hire, number of candidates sourced per campaign.
- To carry out benchmarking and other research and project work.
- To coach managers in HR recruitment and selection processes to improve their effectiveness.
- Working with the HR Business Partners and Consultancy team, contribute to short, medium and long-term recruitment and retention strategies
- Develops positive working relationships with recruitment agencies and suppliers.

**Additional Criteria for progression to PO2 of the linked grade.**

- Design and implement effective retention initiatives to prevent the loss of good quality staff in hard to reach posts and skill shortage areas.
- Regularly advises managers on an increasing wide range of complex and sensitive recruitment issues.
- Develops an area of expertise and ensures the council and the HR team is fully aware of any changes or developments and policy and practice is amended to reflect these.
- To support the use of management information to identify and monitor HR issues and produce and present Management Information and reports on recruitment and retention activities and outcomes.

- Reporting on and making recommendations on recruitment expenditure that attracts the best quality staff whilst reducing directorates overall costs.
- Leads on solutions to reduce the dependence on agency workers, including producing and interpreting meaningful data on all aspects of agency workers.

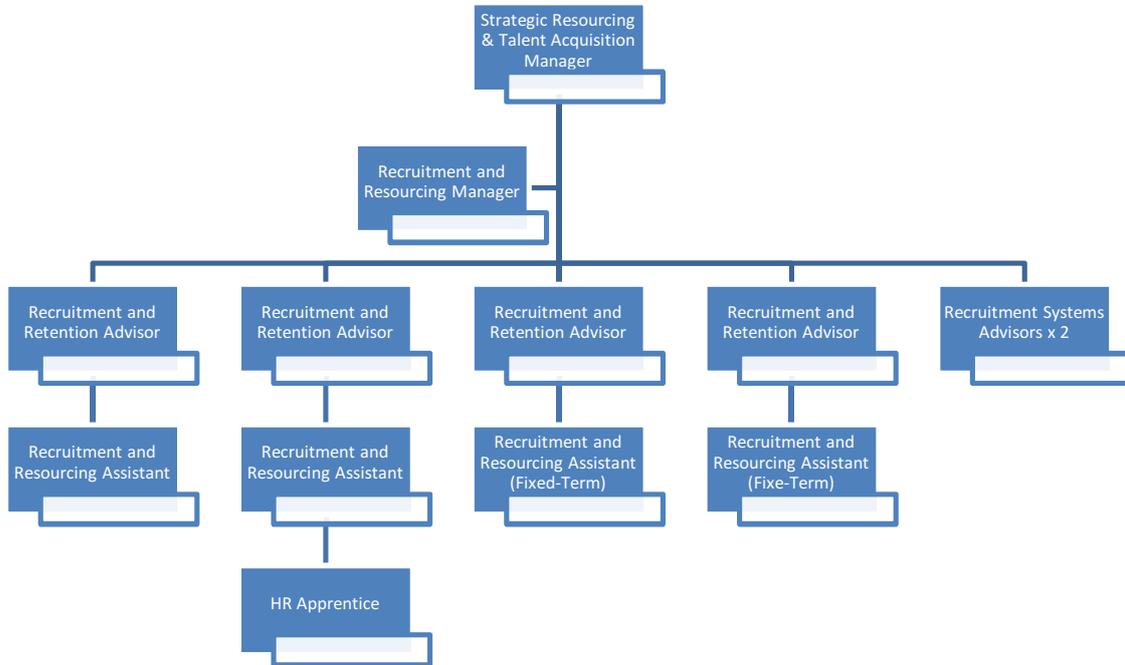
### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

### **Additional Information**

- Be prepared to travel between Twickenham and Wandsworth office locations as and when required.

## Team structure



## Person Specification

<b>Job Title: Recruitment and Retention Advisor</b>	<b>Grade: SO1- PO2</b>
<b>Section: Human Resources</b>	<b>Directorate: Resources</b>
<b>Responsible to: Recruitment and Retention Manager</b>	<b>Responsible for: N/A</b>
<b>Post Number/s: TBA</b>	<b>Last Review Date: June 19</b>

## Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
Experience of using applicant technology or/and HR software.	A, T, I
Expertise in direct sourcing techniques such as identifying and engaging candidates via job boards and wide range of different professional and social networks.	A, T, I
Skilled in relationship building and stakeholder management.	A, T, I
Good interpersonal and communications skills.	A, T, I
Good level of employment law knowledge.	A, T, I
<b>Experience</b>	
Proactive direct recruitment experience either inhouse or within a recruitment consultancy or managed agency service provision.	A
Considerable experience of working in the recruitment sector, with good knowledge and understanding of attraction, application, sifting and selection tools and processes.	A

Be a strong advocate for change, driving continuous process improvement across the service.	A, I
High level of self-motivation and experience of working within a high-pressured operational team with the ability to organise and prioritise workloads to maximise productivity and meet deadlines.	A, I
Excellent interpersonal and communication skills with an ability to influence and motivate others at all levels to drive successful recruitment and retention outcomes.	A, I
<b>Skills</b>	
Ability to work proactively whilst under pressure.	I / T
Creative and flexible in both style and approach.	I / T
Ability to handle complex change and prioritise key recruitment activities.	I / T
<b>Qualifications</b>	
Evidence of commitment to continued personal development.	A

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**