

JOB DESCRIPTION



Role title:	Talent Acquisition Advisor
Grade and salary:	Grade E (£22,677 - £27,690)
Hours:	37 per week
Department or Division:	Shared HRSC
Location:	Derbyshire Force Headquarters
Post reports to:	Talent Acquisition Lead
Suitable for job share or part-time:	Yes
Other considerations:	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
Date last reviewed:	November 2022

PURPOSE AND DESCRIPTION OF JOB ROLE:

To work within the recruitment and talent acquisition team, as part of the Shared HR Service Centre for Derbyshire Constabulary and Leicestershire Police.

You will deliver a specialist recruitment service as part of the Talent Acquisition Team, focusing on hard to fill, police staff recruitment and the reduction of agency usage across both forces. This will include job advertising, targeting, and engaging with potential candidates and managing the candidate Opportunity Hubs to support direct sourcing.

You will closely work with the Talent Acquisition Lead and hiring managers providing support and guidance around designing and overseeing campaigns.

SPECIFIC ROLES AND RESPONSIBILITIES:

- Ensure that the internal recruitment system (Oleoo) and information stored is up to date and accurate.
- Identifying suitable candidates to join our candidate talent pools, including candidates already known to the force and via speculative enquiries and engaging with passive candidates.
- Sourcing external candidates via direct sourcing, head hunting, referrals and attending careers events etc.

- Build and maintain a robust pipeline of potential candidates, capturing and inputting key information onto the recruitment system.
- Identifying potential candidates for current vacancies and highlighting relevant candidates to the Talent Acquisition Lead and Hiring Manager.
- Creating a clear and regular communication plan for engaged candidates, adhering to SLAs, including actively networking and engaging with potential candidates, sending out Weekly Vacancy Bulletins and supporting with stakeholder mapping.
- Providing attraction advice to Hiring Managers and the wider team on the most cost-effective advertising methods i.e. Job boards, LinkedIn, social media etc.
- Reviewing our external advertising offering and exploring new advertising options and channels, on an ongoing basis, sharing best practice with the team.
- To support the attraction strategy by creating social media adverts and posting content regularly across our social media channels and job boards.
- Establishing great internal and external customer relationship, acting as a key advocate of the force, and promoting us as an employer of choice by reducing wherever possible, time to hire.
- Work effectively within recruitment to pre-defined targets; liaising with the HR Services Officers to track progress and ensure SLAs are met, as well as providing key MI to inform our recruitment and sourcing strategy.
- To reduce recruitment agency spend, prioritising the recruitment of converted agency roles at short notice.
- Tracking and reporting on source information to inform future decision making. Support in producing reports to include end of campaign results, providing analysis and recommendations to senior management, and hiring managers.
- Assist with market mapping to improve recruitment decisions and shape approach to attraction. Working closely with the HR Services Officers and actively sharing and encouraging ongoing updates on all hard to fill roles.
- Liaising with the Talent Acquisition Lead to administer the advertising and re-advertising of hard to fill vacancies.
- Collaborate closely with hiring managers throughout the recruitment process to ensure we meet their hiring needs and goals.
- Be prepared to engage in challenging conversations with both Hiring Managers and candidates using persuasive skills to reach the desired outcome in line with process and guidelines.
- Support and drive key performance targets to successfully recruit hard to fill vacancies.
- To provide additional responsibilities and cover during periods of absence of the Talent Acquisition Lead.

SKILLS AND EXPERIENCE REQUIRED:

Essential:

- Experience of working in a recruitment role or hold a Level 3 CIPD qualification (or equivalent)
- Experience of recruitment processes and practices, including the Equality Act and have an awareness of positive action strategies and approaches

- Comprehensive awareness of social media channels and how they can support attraction
- Strong workload/recruitment planning with an ability to manage multiple conflicting deadlines
- Good organisation skills with the ability to achieve positive results
- Excellent verbal and written communication skills through a variety of channels
- Capturing accurate data for reporting purposes, with good attention to detail
- Ability to quickly build strong relationships with candidates, stakeholders, and other team members
- Good persuasion skills to help reach a desired result or outcome
- Proactive approach to support and drive performance
- Proven ability to create engaging and creative copy, with exceptional writing skills

Desirable:

- Experience of using an applicant tracking/recruitment system or equivalent

PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem solving and innovation: Uses experience, creativity, and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause, and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating and influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal development: Takes opportunities to improve their skills, knowledge, and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer focus: Knows how they personally support the service we provide to the public. Is passionate about adding value for the public and internal stakeholders, improving processes, and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational and technical awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.