



Role title:	Resourcing Specialist
Grade & salary:	G (£24,660 to £30,951) per annum
Working hours/shift pattern:	Monday – Friday, 37 hours per week 18 months fixed term contract
Location:	FHQ Ripley, Derbyshire
Post reports to:	Resourcing Partner
Suitable for job share or part time:	Suitable for job share and/or a minimum of 4 days per week (30 hours per week).

Date last reviewed: 15th July 2020

Purpose and Description of Job Role:

The Recruitment Specialist is responsible for developing, driving and delivering the Shared HR Service Centre (SHRSC) approach to attracting and selecting the very best talent, helping to build a strong employment brand and ensuring that we provide a positive candidate experience at every stage of the recruitment process.

You will be working closely with the HR and hiring managers across the organisation, the role holder will provide expert input and advice to the design of campaigns and manage end-to-end recruitment to include advertising, sourcing, shortlisting and selection.

Specific Roles and Responsibilities:

- Develop and lead sourcing/advertising campaigns, conduct direct sourcing activity, screening and maintain a detailed understanding of the jobs market; headhunt as appropriate.
- Design campaigns and deliver approaches to fill hard to fill/specialist roles. To review and update job adverts to ensure they are fit for purpose and attractive to potential candidates.
- Lead tactical sourcing e.g. networking/social media, create and maintain key talent pools.
- Undertake candidate mapping and analysis using market intelligence. Evaluate and review candidate/customer experience.
- Providing specialist input and expertise throughout the full recruitment cycle, delivering solutions in partnership with the Resourcing Partner/Hiring Manager to proactively fill vacancies with talented individuals with the right capability and skills in a competitive market.
- Building strong trusting relationships both with internal stakeholders and candidates, ensuring they have a good experience throughout the process and find it easy to work with us.

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- Improving our current Applicant Tracking System (ATS) utilisation, advertising platforms and processes to ensure the candidate journey is a first-class experience. Research and network externally, looking for ways to improve and enhance our processes and systems.
- Ensuring recruitment methods are inclusive and support our diversity and inclusion commitments.
- Comply with Data Protection and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
- Contribute to the effective running of the SHRSC by carrying out ad hoc or rostered team tasks as required.
- Attend career and job events as and when required this would be occasional evening and weekends.
- Carry out any project work as required.

Skills & Experience Required:

Essential:

- Proven experience in a recruitment position (in-house or agency) in a complex organisation.
- Excellent communication and presentation skills.
- Experience in delivering full life-cycle recruitment services in a fast-paced environment.
- Experience in creating and delivering recruitment and resource planning, with a short-medium-long term focus.
- Experience of utilising a range of attraction and direct sourcing practices/channels. With the ability to undertake market mapping and analysis to influence attraction/sourcing plans.
- Have exceptional copy writing skills with the ability to produce engaging adverts and candidate marketing materials.
- The ability to independently manage high volume operational recruitment activity at pace.
- Experience of working with hiring managers at all levels, able to build trusted relationships, influence decision-making and manage expectations.
- Be highly familiar with social media platforms and able to add value through your ability to exploit the full benefits of social media resourcing to attract candidates through designing, implementing and maintaining a companywide social media strategy.
- Knowledge of, and ability to, identify key candidate sources externally to create and maintain key candidate pools.
- Ability to deliver against tight deadlines.

Desirable:

- CIPD level 3, or equivalent qualification.
- Project management skills and experience.

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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 & 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 & 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 absolutely 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 & 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.

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