

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Resourcing Advisor
<b>MANAGED BY:</b>	Resourcing Manager
<b>GRADE:</b>	Grade 8

### BACKGROUND

#### Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & Northeast Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

### PURPOSE OF THE JOB

An integral part of HR function, the job holder will join part of an in-house team to lead on the operational day to day resourcing function encompassing the full recruitment and onboarding lifecycle.

The job holder will partner with stakeholders across the organisation acting as the first point of contact to provide advice whilst ensuring a highly efficient and cost-effective service.

The job holder will ensure the efficiency of the recruitment process, support and help develop techniques including talent attraction strategies across multiple channels.

The job holder will have experience of managing all aspects of recruitment, including agency ensuring the appropriate contracts are in place.

The job holder will have experience of internal HR Resourcing projects and be able to support and lead on key elements of a programme of work held by the Resourcing Manager.

The job holder will have experience of Early Careers, including Grad schemes, Apprentice routes and other methods to employment as well as careers fairs and various talent attraction methods.

The job holder will work with key stakeholders and support the Resourcing Manager to raise the profile of The West of England Combined Authority on a national and local level, promoting The Combined Authority as 'an employer of choice'. Increasing the attraction rate of high-quality candidates, reducing cost through reduction on reliance on the engagement of agency workers and the reduction of time to hire, whilst delivering longer term talent acquisition solutions, succession planning and proactive recruitment campaigns.

## KEY RESPONSIBILITIES

- Work alongside managers to ensure effective resources are in place and a pipeline of talent is continuously sourced.
- Effectively use social media platforms and online tools such as LinkedIn to headhunt the very best candidates in the market, ensuring maximum exposure to adverts and to source a constant talent pool
- Manage the day-to-day relationship of our Managed Service Providers (MSP) and wider agency relationships
- Act as the lead for all resourcing queries, from managers seeking advice and support for methods to recruit, signposting to the appropriate policies where necessary.
- Support the Resourcing Manager with the delivery of complex projects
- With direction or support from the Resourcing Manager, drive forward improvements and changes for all elements of the Resourcing function, from creating recruitment / resourcing policies, monitoring and reviewing their implementation, and ensuring supportive documentation is fit for purpose, updating and communicating changes where appropriate.
- Lead on learning and development for our in-house Applicant Tracking System, (ATS) whilst acting as a key contact for day-to-day advice.
- Act as a mentor to the HR administrators and wider team as required for relevant updates and use of social media platforms.
- Work with the Resourcing Manager to create and effective way to monitor and report on achievements against recruitment KPI's.
- Coordinate all resourcing related workflows, including the Job Evaluation process

- In conjunction with the Resourcing Manager, ensure the creative promotion of the many benefits of working at The Authority to existing staff. To work with the service to understand what is important to staff and, where appropriate, recommend alternative approaches.
- Support the wider HR team by providing expert advice and support where required on the recruitment policies and processes.
- Support the creation and delivery of key resourcing learning and development opportunities / training and present via face to face and via virtual methods.
- Coordinate Early Careers routes to hire and support in the creation of new schemes as the organisation evolves, in line with the Resourcing Managers strategy.
- Support with the organisations delivery of a retention policy
- Maintain up-to-date knowledge of Employment law and resourcing best practice, ensuring all roles meet our high standards of equality, diversity, and inclusivity.
- Maintain and update various databases and online platforms to ensure all work is captured and monitored for effective reporting
- Ensure we become an employer of choice and enhance all aspects of our employer value proposition.
- To carry out any other duty commensurate to the grade.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent experience
- Previous experience of complex recruitment across a variety of platforms
- Previous experience of working within an in-house HR or Resourcing function
- Previous exposure to supporting projects
- Knowledge of equality, diversity, and inclusivity in the workplace

#### Experience

- Proven experience of working a senior administrative role, with the clear potential to develop into a more project-based environment
- Experience of giving advice and guidance to managers
- Experience of designing and implementing processes and associated guidance
- Experience of analysing information and making appropriate recommendations

## Skills and Competencies

- knowledge of Resourcing policies and legislation
- Capable of independently planning and prioritising workload to meet a range of demands to time and quality
- Ability to work autonomously and with minimal supervision, escalating issues as necessary
- Ability to negotiate financial aspects and working to a set budget
- Ability to make sound decisions based on established practice and professional judgement
- Excellent ICT skills, good working knowledge of Microsoft Office to produce high quality reports and information to staff at all levels.
- Highly developed written and oral communication skills, with the ability to communicate effectively with people at all levels of an organisation
- Highly developed interpersonal skills with a proven ability to develop and maintain effective and positive relationships internally and externally
- Excellent influencing and negotiating skills
- Appreciation of the importance of discretion and confidentiality
- Ability to be innovative and creative

## DESIRABLE

- CIPD qualification
- Experience of working in local authority or local government
- To demonstrate an interest of the Combined Authority and it's purpose

## REWARDS AND BENEFITS

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits employee and employer needs whilst maintain a work-life balance.

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The England and Combined Authority receives a minimum hourly wage - significantly higher than the government minimum for over 25s, £8.72 per hour



West of  
of £9.50  
currently

It also means that anyone who provides services to, or has with us, must pay the Living Wage, setting the bar for good practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

contracts  
employer