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**FCDO Services**

## Job Description

<b><u>Role Title</u></b>	Resourcing Advisor		
<b><u>Business Group</u></b>	HR - Resourcing		
<b><u>Job Family</u></b>	HR		
<b><u>Job Purpose</u></b>	The Resourcing Advisor is responsible for delivering a professional and integrated recruitment service which is responsive to business requirements. Supporting Hiring managers with expert advice and guidance in the delivery of recruitment needs in a timely, fair, valid and cost effective way.		
<b><u>Organisation Chart</u></b>	This role is within the Resourcing team in HR and reports to the Senior Resourcing Advisor		
<b><u>Date Updated</u></b>	05/03/2024	<b><u>Grade</u></b>	<b>B3</b>

## OFFICIAL

**KEY ACCOUNTABILITIES**

- Provide expert advice/guidance to hiring managers at various levels of seniority, leading and determining the optimum 'route' and processes for individual recruitment needs, agreeing advertising copy, location of advertisements and the selection of candidates in accordance with business policy and processes
- Develop an in-depth knowledge and understanding of an allocated recruitment portfolio and use your expertise to design and deliver appropriate methods to attract, assess and select talent and secure high rates of offer acceptance
- Maintain knowledge of and ensure the consistent and fair application of the Resourcing Policy and Process and compliance with the Civil Service Recruitment Principles and employment legislation
- Develop strong relationships with recruiting managers to position Resourcing as professional partner
- Interact with external service providers, managing their provision in accordance with the contractual terms
- Monitor the effectiveness of external recruitment campaigns and outline improvements
- Ensure all relevant data is recorded for MI and reporting purposes. Provide Management Information as required, manipulating and formatting data to summarise recruitment data
- Drive all recruitment activity to be efficient, effective and timely. Meet agreed individual KPI's and be proactive in ensuring that 'time to hire' metrics across the business are achieved in accordance with Corporate KPI's
- Contribute to improvement of service and implementing updates and changes

**QUALIFICATIONS, KNOWLEDGE & EXPERIENCE***Essential:*

- Experience of or keen interest of working in recruitment with an awareness of recruitment advertising methods, routes to market, assessment tools/methods and interviewing techniques
- Experience of managing stakeholders including establishing and building effective relationships
- Supplier relationship management
- Able to manage own workload, prioritise work and achieve deadlines
- Knowledge of recruitment-related legislation and the Civil Service Recruitment Principles
- Experience in the utilisation of an applicant tracking system or an online database
- Effective communication skills and the ability to communicate ideas clearly and persuasively with the ability to influence
- Ability to manage and co-ordinate multiple priorities/campaigns, work on own initiative and effective planning and organising
- Experience of analysing, interrogating and evaluating data

*Desirable:*

- An understanding of Civil Service employment terms
- Experience in both public and private sectors/trading fund environment
- Collaborative working with third party suppliers

## OFFICIAL

**CIVIL SERVICE BEHAVIOURS***Top three for job:*

Managing a quality service

Delivering at pace

Communicating and influencing

**SUCCESS INDICATORS***Success measured and evidenced by:*

- Workload is effectively prioritised and managed
- All relevant policies and processes are followed by way of fair and consistent application
- SLAs/KPI's are met
- Maintain records and data in relevant databases, ensure data integrity and accurate reporting
- Timely and effective recruitment service provision
- Well established relationships with hiring managers

<b>Budget and Authority</b>	
<b>Reports to:</b> (Role Title and Grade)	Senior Resourcing Advisor
<b>Direct Reports:</b> (Number and grades of staff)	1 X A2