



<b>Role Title</b>	<b>Advisor – Resourcing</b>		
<b>Job Family</b>	<b>Human Resources</b>	<b>Sub Category</b>	<b>Human Resources</b>
<b>Grade</b>	<b>B3</b>		
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>Making Effective Decisions</li> </ul>	<ul style="list-style-type: none"> <li>Communicating and Influencing</li> </ul>	<ul style="list-style-type: none"> <li>Managing a Quality Service</li> </ul>
<b>Purpose</b>	Coordinate and advise on HR projects and activities in talent and development or resourcing.		

## Key Accountabilities

- Coordinate projects, campaigns and activities to support the delivery of services within function, for example, issuing invites to internal and external participants, candidates, delegates or facilitators, booking meeting rooms, venues, resources such as refreshments or equipment, and issuing pre-attendance information or pre-work to delegates, candidates and deliverers of services;
- Monitor activities and maintain accurate records and databases, including tracking relevant financial records and collating feedback as required;
- Provide Management Information as required, manipulating and formatting data as required;
- Provide advice to users of services, including managers at various levels of seniority;
- Maintain knowledge of relevant regulations and FCDO Services policies and processes;
- Contribute to improvement of services and implementing updates and changes;
- If relevant in role: Recruit, direct, engage, performance manage, coach and develop team members to drive high performance

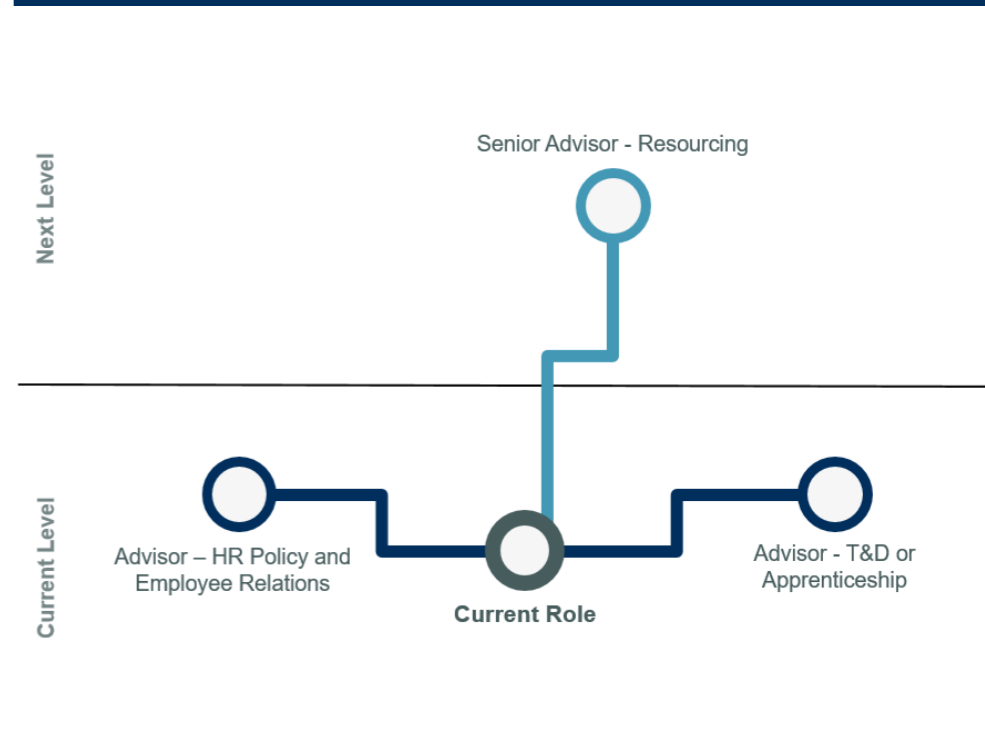
## Authority and Scope

- Ensure workload is effectively prioritised and managed, all relevant policies and processes are followed and SLAs are met;
- Maintain records and data in relevant databases, ensure data integrity and accurate reporting;
- If required in role: Responsible for performance of 1 direct report, ensuring all policies and processes are followed

## Internal and External Communications

- Interact with staff and managers across the organisation to respond to enquiries, provide information and raise awareness of activities within function;
- Collaborate with HR / T&D Business Partners to deliver relevant services;
- Interact with external providers of goods and services related to services delivered

## Potential Next Career Moves



## Skills

- Customer/Supplier relationship management;
- Administrative/secretariat services;
- Planning and organising;
- Analyse, interrogate and evaluate data;
- Governance;
- Specialist software systems and databases;
- Microsoft Office Suite;
- Event management

## Qualifications, Knowledge and Experience

- Essential**
- Administrative experience including recording and managing data including basic finances;
  - Experience managing small projects;
  - Experience in a customer-facing role;
  - Communicate effectively with a range of people;
  - Able to manage own workload;
  - Experience working in recruitment, managing stakeholders, knowledge of recruitment legislation, selection and assessment tools, methodologies and testing

- Desirable**
- Previous experience working in a related function;
  - Knowledge of relevant legislation e.g. employment law, data protection regulations;
  - Understanding of civil service HR policies and controls