

JOB DESCRIPTION

Job Title	Recruitment and Talent Advisor
Salary Scale/Grade	SO1
Responsible to	People Partner/HR Operations Manager
Date of Job Description	June 2022

Purpose

The Recruitment and Talent Advisor plays a key role in supporting the recruitment and talent management strategy, with the central aims of attracting, recruiting and retaining the best talent. The Recruitment and Talent Advisor will provide high quality, professional people focused recruitment service to the College. They will provide guidance and support to managers across all elements of the recruitment process and work alongside the People Partners and Managers to support organisations talent processes.

Main Duties and Responsibilities:

- Support the successful delivery of the recruitment and talent strategy and operational people priorities.
- Lead and participate in recruitment related projects to meet department objectives.
- Ensure full compliance with the College's recruitment policy and safer recruitment requirements as set out in Keeping Children Safe in Education [KCSIE].
- Manage the recruitment process from start to finish of internal and external roles as per hiring manager's requirements. Activity will include, document drafting, advertising, shortlisting, arranging interviews, facilitating offers.
- Work with managers to ensure a high quality candidate experience through the recruitment process including feedback.
- Ensuring that an up to date and comprehensive record of all candidates is maintained which satisfies legal, audit and Service Level Agreement requirements.
- Produce reports on recruitment statistics to inform future recruitment activity
- Produce a weekly recruitment report so that accurate information is provided to the HR Team and Managers.
- Provide support, advice and coaching to managers and staff on all aspects of the recruitment process.
- Ensure that verbal offers of employment are made to candidates after gaining appropriate approval and pass candidates that accept to the HR Operations Team to complete accurate Offer Letters and Contracts of Employment.
- Conduct competitor market analysis and report on findings.
- Formulate strategies to ensure vacancies are filled in a cost and time effective manner.
- Utilise and, where appropriate, provide information to develop the College's website and social media accounts for recruitment purposes, and develop recruitment strategies.
- Build and develop a variety of business network relationships

- Directly source appropriate candidates for the vacant roles, with minimal need for the use of external recruitment agencies, by using social media, networking, job boards, the College website and all media available and appropriate.
- Review recruitment processes making recommendations on effectiveness and efficiencies to improve candidate and hiring manager experience.
- Work alongside People Partners to support the delivery of the College’s talent management strategy.
- Provide general administrative support within the People team as required, including the production of HR letters, correspondence, briefing notes and minute taking.
- Working in partnership with the First Line HR Support Team to ensure that employee and manager queries in relation to recruitment are responded to and addressed.
- Share best practice and ideas across the People team to drive a consistent approach.
- Network and engage across your broader people and HR network continue your development and present fresh and innovative ideas and creative solutions.

Quality, Standards and Compliance:

- Support with and participate in external and internal audit’s

Continuous Improvement.

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- To attend and participate in monthly team meetings
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture.

Personal Development

- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College’s aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College’s Code of Conduct for employees and any regulations which apply to the role/work area

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity, diversity and inclusion and College values

Safeguarding and PREVENT Responsibilities

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality

Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

Additional Duties

- To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area.

GENERAL:

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.



PERSON SPECIFICATION

Job Title	Recruitment and Talent Advisor		
Department	People/HR Team		
Salary Scale/Grade	SO1		
Criteria	Description	Essential Desirable (E/D)	Assessed By Application Interview Test
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	A minimum of CIPD Level 5 qualification or equivalent experience in a People/HR role	D	A
	2 to 3 A Level passes or equivalent in a relevant subject	D	A
Experience	Demonstrable evidence and practical experience of working at recruitment advisory level within a People/HR department ideally within the FE or education sector	E	A/I
	Ability to prioritise workload and meet deadlines	E	A/I/T
	Demonstrable evidence of effective team working	E	A/I
	Demonstrable evidence of providing sound advice and guidance to managers across all areas of the recruitment process and activities	E	A/I/T
Skills, knowledge, and competencies	Effective communication and listening skills	E	A/I
	Proven coaching and facilitation skills	E	A/I
	Effective team worker	E	A/I
	Knowledge and understanding of relevant employment law, with practical knowledge of up to date employment law in this area	E	A/I
	Understanding of safeguarding in the context of education	E	A/I
	Ability to work as part of a team based across different site locations	E	A/I
	Ability to write letters, correspondence, briefing notes and communications tailored to suit the intended audience	E	A/I
	Ability to prioritise workload and manage competing deadlines	E	A/I
Motivation, enthusiasm and optimism	E	A/I	

	Flexible and responsive to changing work demands	E	A/I
	Commitment to excellence and quality	E	A/I
Other	A commitment to safeguarding and the wellbeing of learners	E	A/I
	This post is subject to an enhanced Disclosure and Barring Service check.	E	A/I

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.