

## JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

### A. POST DETAILS:

Job Title:	Resourcing Advisor	Current Grade:	A006
Department:	People & Development	Area:	Organisational Development
Reports To:	Resourcing Team Leader(s)	No of Posts:	7
Level of vetting:	Baseline	Post Number:	TBC

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

- 1) Working under the overall direction of the Resourcing Manager, but with day to day management by the Resourcing Team Leader for your portfolio, delivering a full range of resourcing activity to the required service standards and statutory requirements.
- 2) Support the development and manage the delivery of the annual plan for all ranks and grades of BTP employees covering all aspects of Resourcing. (e.g. attraction, recruitment, assessment on-boarding)
- 3) Responsible for ensuring best practice, cost efficiencies and a wide range of options are explored on behalf of your Hiring Managers recruitment needs.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

None

#### Any Other Statistical Data

Annual recruitment campaigns of up to 500 Police Officers, 150 PCSO's and SPC's and 500 police staff roles.

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**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

**Role Specific**

- Lead the development of recruitment campaigns on behalf of individual portfolios.
- Deliver organisational resource demands within given timescales and KPIs.
- Deliver multiple resource options to Hiring Managers to ensure appropriate cost effective delivery.
- Develop customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP, People Development & Organisational Development.
- Co-ordinate and assist with interviews, workshops and assessment centres to ensure best practice.
- Design, cost and plan resourcing interventions to ensure best value and return on investment for resource related expenditure across individual portfolios, ensuring value for money is delivered.
- Pro-actively have an awareness of data and analysis for your portfolio, highlighting risks to achieving outcomes and providing mitigation and solution led options.
- Promote and develop the organizations brand internally and externally through events, workshops, customer interaction and continuous professional development.
- Develop effective stakeholder relationships with Hiring Managers, peers, candidates and external suppliers to ensure organization is viewed as an 'employer of choice' with effective and timely communication.
- Attend relevant portfolio resource meetings to ensure consistency in deliverables, risk management and appropriate resource planning aligned to resource turnover activity.
- Make effective use and improvements to the relevant resourcing and sourcing systems in place to include e.recruitment, origin and social media.
- Proactively ensuring an awareness of all resourcing activity to include Police Officers and Staff.
- Coach and train resourcing team administrators, ensuring a holistic view around activity, best practice and policy.

**Diversity & Equality** – ensure that all resourcing activity is compliant with BTP and legal requirements and supports the 15 in 5 BTP approach.

Ensure regular interaction and engagement with the Positive Action Team to identify opportunities and mitigate risks around recruitment activity.

**E. DECISION MAKING:**

**Make decisions**

The role holder will provide subject matter expertise on Resourcing activities across the force which will lead to progression and appointment decisions.

**Significant say in decisions**

Presents recommendations to Resourcing Team Leader around best value opportunities for BTP/ their portfolio in respect of all resourcing activity.

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**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

Hiring Managers/ People & Development Team/Vetting.

**External**

Other Police forces, External Support Networks, External Professional associations and External suppliers.

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

CIPD Level 3 Foundation Qualification (or working towards it currently) or equivalent experience/qualification.  
GCSE / O Level (or equivalent) qualification in numeracy and literacy or equivalent experience.

**Experience:**

- A successful track record in a Resourcing role.
- Exceptional customer service skills.
- Experience in developing good working relationships with a wide range of stakeholders, both internally and externally.
- Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority to deliver a Resourcing service that meets customer needs.

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**Skills:**

- Ability to manage upwards, laterally and downwards.
- Ability to design, cost and plan resourcing activity to maximise value to BTP.
- Excellent communicator with the ability to persuade, influence and advise Hiring Managers.
- Self motivated and pro-active with the ability to work well under pressure and with numerous and sometimes conflicting deadlines.
- Ability to find innovative and creative approaches to support BTP's resourcing brand.

**Knowledge:**

Good Resourcing knowledge including up to date knowledge of applicable legislation, best practice principles and regulatory requirements.

Knowledge of a range of Resourcing techniques.

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**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

**Skills:**

**Knowledge:**

Flexible to travel regularly within the UK

H. **ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

**I. AUTHORISATION DETAILS**

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel: Steve  
Holmes (Reward  
Manager)

Date: 15<sup>th</sup> January 2015

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