

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: 15th January 2015

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