

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 & Culture	Area:	People and Development
Reports To:	Resourcing Team Leader	No of Posts:	7
Level of vetting:	RV	Post Number:	

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

Deliver a varied portfolio of recruitment work and projects across all areas of the organisation and in line with strategic workforce planning objectives. Develop and implement specific resourcing plans covering all aspects of resourcing (attraction, direct sourcing, recruitment, assessment, on-boarding and promotion) to meet demand and satisfy specific business requirements.

Provide expert advice and practical support to Hiring Managers of all levels of seniority to ensure all recruitment and selection activity remains in line with policy, procedure and relevant legal and legislative requirements. Support the organisational commitment to Diversity through implementation of Positive Action initiatives in line with the Equalities Act 2010

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

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

Non-direct – coaching, training and day to day direction of Resourcing Administrator.

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:

- Personally lead on a varied portfolio of resourcing activity in line with strategic workforce planning objectives and business needs. Work with Hiring Managers and other departments to develop tailored resourcing solutions and to set standards and timescales,
- Maintain awareness of data and trends for your portfolio, highlighting risks and making best use of opportunities. Attend relevant portfolio resource meetings to ensure consistency.
- Coordinate and assist with interviews for large-scale recruitment events including assessment centres, workshops, and interest days. Design, cost and plan resourcing activity in line with best practice, policy and legislation. This includes devising competency-based assessments which are consistent and appropriate.
- Act as a first point of contact regarding all resourcing matters, providing expert advice and guidance to all parties both internal and external to the organisation and at all levels of seniority.
- Engage positively with other departments in order to maximise effectiveness of collaborative working and to manage and mitigate any risks.
- Manage customer and colleague relationships (internally and externally) so as to maximize effectiveness and ensure good reputation of the organisation. Promote BTP's brand internally and externally as an 'employer of choice'.
- Utilise all available resourcing tools as appropriate, particularly in regards to advertising, direct sourcing, and agency usage where necessary.
- Oversee all on-boarding and administration alongside the resourcing administrator to ensure this is compiled in an appropriate and timely manner.
- As and when directed by the Resourcing Manager contribute to BTP projects to ensure successful delivery.
- Maintain and develop own knowledge of resourcing practice and wider trends within a resourcing context, applying this to keep BTP at the forefront of best practice.
- Coach and train Resourcing Administrators, ensuring a holistic view around activity, best practice and policy.

Diversity & Equality –

Ensure that all resourcing activity is compliant with statutory equality, diversity and human rights requirements and supports BTP's own Inclusion and Diversity Strategy.

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

E. DECISION MAKING:

Make decisions

Use subject-matter expertise on all recruitment and selection activities leading to progression and appointment. Identify risks and opportunities in the creation of best-value solutions.

Significant say in decisions

Present recommendations directly to Hiring Managers regarding best-value opportunities in respect of all resourcing activity.

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NOT PROTECTIVELY MARKED

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Version 1.2

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NOT PROTECTIVELY MARKED

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

Internal

Candidates, Hiring Managers, Department Heads, Internal Stakeholders including Senior Leaders, Project Teams, wider People & Culture, Learning & Development, Vetting, Occupational Health, Corporate Communications and Support Networks

External

Candidates, Other Police Forces, External Contractors and Providers (incl. Agencies, Job Boards, Advertising Agencies, Assessment Suppliers) and Venues.

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

Essential Criteria:

Qualifications and Training:

CIPD Level 3 qualified or equivalent experience in resourcing or related field

Experience:

A successful track record in delivering resourcing activity in a large, multi-disciplined operational organisation. Experience in providing clear advice and guidance on a wide range of resourcing issues. Experience in developing a tailored resourcing plan to satisfy business needs and in accordance with policy, practice and legislative requirements. Experience of establishing productive working relationships with colleagues and candidates (internally and externally) and across all levels of seniority.

Skills:

Professional communicator with the ability to influence, persuade and advise across all levels of seniority. Capable of engaging positively with candidates and potential candidates. Resilient and able to withstand pressure in maintaining own convictions where merited. Confident to challenge where necessary. Ability to design, cost, and plan resourcing activity in accordance with business needs and to maximise value to the organisation. Able to identify innovative and creative solutions to problems. Collaborative in working with various other departments and areas of the business in order to deliver service. Self-motivated with excellent time management. Ability and drive to work to numerous and sometimes conflicting deadlines. Ability to use a range of resourcing tools in the attraction of candidates and in direct sourcing

Knowledge:

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Knowledge of resourcing practice including up-to-date awareness of best-practice principles and regulatory requirements.
Working knowledge of UK employment legislation

Desired Criteria:

Qualifications and Training:

Experience:

Experience from a policing or emergency services background, particularly within a resourcing or related HR function

Skills:

Assessor trained, or willing to undergo assessor training
Confident public speaker and able to represent BTP at events

Knowledge:

Understanding of operational policing environment and associated demands
Understanding of the College of Policing's Competencies and Values Framework (CVF)

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.*

Flexible to travel regularly within the UK

I. AUTHORISATION DETAILS

Prepared By: Amit
Kanabar

Date: December 2019

Area Commander /FHQ
HoD:

Date:

Evaluation Panel:

Date:

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