



THE PERSON

Recruitment Advisor

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 3 standard of education (e.g. A-level), or equivalent experience.	E	Qualification
Safer recruitment trained	D	Qualification / Application
Interview and / or assessor trained	D	Qualification / Application
CIPD Level 3 Foundation qualification (CPP), or equivalent and willingness to undertake, or demonstrable at work experience at this level	D	Qualification / Application
ILM Level 3 Certificate in Management, or equivalent gained through in-house programme, or experience	D	Qualification
Knowledge & Experience		
Demonstrable experience of providing advice relating to policy, practice or process including giving guidance to, and influencing, others.	E	Application / Assessment
Demonstrable experience of delivering a high-quality advice and customer support	E	Application / Assessment
Knowledge and experience of supporting and developing effective support services, delivering of an efficient recruitment process, timely and accurate processing of contractual changes, process mapping, and using and developing HR information systems.	E	Application / Assessment
Understanding of employment law, including Data Protection Act and related legislation	E	Application / Assessment
Experience of undertaking recruitment practices, including interviewing and assessing others, and giving feedback	E	Application / Assessment
Experience of analysing and interpreting information to develop solutions or solve problems.	E	Application / Assessment
Knowledge of the broader activities of Essex Fire & Rescue Service and working with Trade Unions.	D	Application / Assessment

Person Specification

Skills & Abilities		
The ability to provide a sensitive, diplomatic, discrete, professional and confidential service.	E	Application / Assessment
Excellent written and verbal communication, and interpersonal skills; able to develop and maintain constructive working relationships at all levels	E	Application / Assessment
Confident in using ICT systems such as Word, Excel, Outlook, PowerPoint.	E	Application / Assessment
Excellent time management and planning and organisation skills; able to work autonomously	E	Application / Assessment
Able to support changes in service provision in a positive and constructive manner, including identifying continuous service opportunities	E	Application / Assessment
Is approachable and confident in developing team members and other colleagues to acquire recruitment and people services skills and experience.	D	Application / Assessment
Other		
The ability to travel around the county may be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form