THE ROLE

Recruitment Advisor

Department:	**People Services**
Role Code:	**HR24**
Grade:	**6**
Responsible to:	**Recruitment Lead**
Responsible for:	**No line management responsibility**
Date Revised:	**January 2025**

Main Duties and Responsibilities:

1. Provide high quality, responsive, customer-focused and timely advice to all Recruitment related queries, including engagement with stakeholders in resourcing discussions such as workforce and succession planning.

2. Ensure all aspects of recruitment processes and administration are carried out efficiently and effectively in accordance with ECFRS process, legislation and expected Service levels and performance metrics, including planning and facilitating assessment activities, and designing assessment materials.

3. Ensure relevant People Services systems are regularly maintained and updated in line with internal process and Data Protection legislation, and all recruitment files are accurately maintained in a timely manner.

4. Lead and participate on continuous improvement, including of recruitment processes and systems, including digital solutions, and processes to improve and enhance service to the organisation, including use of external insights and benchmarking.

5. To develop and implement candidate attraction and on-boarding tools and processes

6. To undertake positive action and branding and attraction work, including attending careers and marketing events related to promoting the Service and / or careers and opportunities, which may include occasionally working at evenings or weekends

7. Undertake continuous improvement of role and development of self.

8. To undertake project or task work as set by your line manager, or relating to your specialism, to support the Service in areas related to your subject matter specialism, such as recruitment and selection and related practices, and to support on project work in other related areas.

9. Maintain a working knowledge of industry developments to ensure new practices are identified and evaluated for potential implementation.

10. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.