

## Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Assistant Talent Acquisition Advisor	<b>Director/Service/Sector:</b> People and Culture		<b>Office Use</b>
<b>Band:</b> 5	<b>Workplace:</b> County Hall		JE ref: 4455 HRMS ref:
<b>Responsible to:</b> Talent Acquisition Team Lead	<b>Date:</b> March 2024	<b>Manager Level:</b>	
<b>Job Purpose:</b> To provide an effective and efficient recruitment service to designated service areas			
Acting as an assistant advisor for designated service areas in providing post application support to candidates and being a designated point of contact up to start date for successful candidates.			
<b>Resources</b>	Staff	None – some training of new employees and hiring managers	
	Finance	None	
	Physical	Provide support in the development and maintenance of ATS and responsibility for large quantities of personal and sensitive data relating to candidates as well as interview records that should be managed in line with data retention regulations.	
	Clients	Hiring managers, existing and prospective employees of the Council	
<b>Duties and key result areas:</b>			
<ol style="list-style-type: none"> <li>1. Administer the entire recruitment process with the aid of the ATS</li> <li>2. Acting as a key support to services, and in conjunction with People and Culture colleagues, provide advice and guidance and, when required, training, coaching and support to appointing managers on the use of recruitment systems and processes</li> <li>3. To maintain a good knowledge of talent acquisition best practice, including safer recruitment and developments in systems, advertising methods etc. and contribute to the ongoing review of talent acquisition practice, policy/procedures and guidance</li> <li>4. Advise managers and staff on the interpretation and application of terms and conditions of employment in line with agreed pay and terms and conditions for the relevant staff groups.</li> <li>5. To verify and advise hiring manager on pre-employment information including qualification equivalence, right to work status, registration status, professional registration, reference information &amp; medical clearance</li> <li>6. Develop promotion of internal vacancies and secondments to all Council employees, liaising with Hiring Managers, Talent Acquisition Advisors, Communications team and L&amp;OD team</li> <li>7. Advertising of vacancies across various media using the appropriate advert templates</li> <li>8. Link with Employability team to promote NCC vacancies</li> <li>9. Report progress of campaign activity and vacancies to Hiring Managers and Talent Acquisition Team Lead/Talent Acquisition Manager, enabling a change of direction if the vacancy is not receiving good levels of interest</li> <li>10. Screen applications and remove any that do not meet essential criteria, using judgement when a small pool of applicants is received to provide hiring managers with a 'long list' of candidates.</li> <li>11. Engage with candidates throughout the application process, including following up promptly when tasks need actioning by candidates, to both keep them informed and be able to share 'soft' information with hiring managers</li> <li>12. Utilise the ATS and job boards effectively to ensure maximum exposure of vacancies</li> <li>13. Assist Talent Acquisition Advisors in the preparation and delivery of assessment centres</li> <li>14. Build candidate loyalty through good engagement and customer service skills, keeping in touch with those unsuccessful candidates that are considered suitable for future vacancies</li> <li>15. Represent the Council and Recruitment team at job fairs/recruitment events etc.</li> <li>16. Verify previous continuous service for the preferred candidate's accrued entitlements by researching information held internally and seeking information from external organisations</li> <li>17. Create, amend and maintain electronic personal files</li> </ol>			

18. Maintain knowledge of HR policies, procedures and guidance to provide accurate and up-to-date information, and ensure compliance with national laws around ID checking
19. Maintain accurate documentation and records of all recruitment-related activities
20. Monitor Hiring Managers' use of the recruitment process and advise as necessary
21. Administer and issue accurate contracts of employment and change letters
22. Liaise closely with the Talent and Experience team regarding candidate onboarding, corporate induction, and ensuring all information remains relevant and up to date
23. Produce correspondence relating to employees, including casual appointments. Monitor and review casual and fixed term appointments to ensure that minimum statutory and policy requirements are being met.
24. Assist in ensuring the preparation, production and processing of all documentation relating to the recruitment and selection process is accurate. Ensure letters of appointment and statements of particulars are issued according to statutory requirements and all pre-employment checks are done.
25. Respond to non-routine and complex enquiries, both oral and/or in writing from a wide range of contacts, using judgement in forming responses so that advice is consistently given in accordance with agreed policies and statutory legislation and within defined procedures.
26. Assist Talent Acquisition Advisors in training new staff to ensure that they are competent to undertake the required tasks commensurate with the principle responsibilities of their jobs, and help with the development of the training guides
27. Liaise with payroll colleagues to ensure accurate information flow and contact candidates if any gaps need filled

#### Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift
Transport requirements:	Occasional travel to jobs fairs/events, transporting tables/stalls/free gifts etc. Travel to other NCC sites to support Hiring Managers
Working patterns:	Flexible
Working conditions:	Mainly indoors

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#### PERSON SPECIFICATION

<b>Post Title: Assistant Talent Acquisition Advisor</b>	<b>Director/Service/Sector: People and Culture</b>	<b>Ref: 4455</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>• Educated to Level 3 standard or equivalent.</li> <li>• Practical and procedural knowledge of talent acquisition and associated rules, regulations and guidance including asylum and immigration, DBS etc.</li> <li>• Good general level of education (GCSE at grade C for example) demonstrating numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Foundation Certificate (Level 3) in Human Resource Practice (CHRP)</li> </ul>	
<b>Experience</b>		
<p>The following range and depth of experience will likely require recent and relevant experience in a recruitment setting.</p> <ul style="list-style-type: none"> <li>• Experience of working with specialist talent acquisition and HR systems</li> <li>• Experience of using social media as a means of talent acquisition advertising</li> <li>• Evidence of working in a customer-oriented service area.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a local authority or other public sector talent acquisition setting, preferably involving direct contact with a wide range of customers including schools.</li> </ul>	

<ul style="list-style-type: none"> <li>• Experience of providing talent acquisition-related advice and support to managers and employees.</li> <li>• Experience of supporting change and revised procedures resulting from legislative and other changes</li> </ul>		
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Knowledge in key areas such as conditions of service, DBS procedures, contracts legislation, GDPR (previously DPA), and customer service delivery.</li> <li>• Good working knowledge of talent acquisition-related policies, administrative practices and procedures.</li> <li>• Well-developed team working skills</li> <li>• Good communication and presentation skills.</li> <li>• Analytical and problem-solving skills.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Ability to organise and prioritise workloads and work under pressure and to deadlines and conflicting demands</li> <li>• Able to deal confidently with a full range of requests and respond in a professional and courteous manner in sometimes difficult situations</li> <li>• Ability to work to a strict timetable and to a high level of accuracy</li> <li>• Ability to work for long periods analysing applications/CVs before relaying and presenting the information to hiring managers</li> </ul>		
<b>Motivation</b>		
<p>Commitment to the values of the HR function and to professional development of self and others  Self-awareness  Tact and diplomacy  Personally receptive to change and effective as a change agent.  Enjoy working as part of a team and take actions to promote positive team working  Committed to personal and professional development.  Dependable, reliable and keeps good time.  Models and encourages high standards of honesty, integrity, openness, and respect for others.  Proactive and achievement orientated</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits