

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Resourcing Advisor

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

#### Job Description

Job Purpose	
You'll be responsible for the co-ordination and facilitation of the end to end recruitment process for a range of internal and external vacancies. Your focus will be on providing excellent customer service whilst positively contributing to the recruitment experience for all candidates. You will ensure that campaigns are designed and implemented in a way which meets business needs and adheres to the Civil Service Recruitment Principles of open and fair competition. Overall, you will have a positive and valuable contribution to play in attracting and securing high calibre candidates into roles across the SPS, from candidate engagement to candidate placement.	
Key Responsibilities	
1	Manage the recruitment process for a range of internal and external vacancies from vacancy preparation and advertising through to candidate screening, selection and placement. Ensure that recruitment and selection methods are applied in a way that's organised and in compliance with our Policies, Procedures and in line with the Civil Service Recruitment Principles.
2	Liaise closely with line managers whilst ensuring that campaigns are both designed and implemented in a way which is tailored to the needs of the business but also compliant with SPS policies.
3	Provide guidance, support, advice and feedback to candidates, line managers and Resourcing Manager throughout the application process. Your approach will be customer and stakeholder focussed.
4	Work in partnership with internal and external stakeholders to enhance and develop recruitment strategies and techniques.
5	Assist with on-going Resourcing project work in policy/systems development as required.

## Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
<b>Qualifications</b>		
Five National 5 qualifications, including English and Maths/Arithmetic or equivalent qualifications or relevant HR/recruitment experience.	<b>ESSENTIAL</b>	Application
CIPD Certificate in HR Practice, or willing to work towards and attain within the first three years of taking up the role.	<b>EESSENTIAL</b>	Interview
<b>Experience</b>		
<b>CUSTOMER SERVICE EXPERIENCE</b>  Proven experience of working in a customer focussed environment with the ability to identify with the needs of stakeholders and add value to the service provided.	<b>ESSENTIAL</b>	Application Interview
<b>ADMINISTRATION EXPERIENCE</b>  Competent and experienced in all aspects of administration with evidence of your ability to use MS Office packages (particularly Word and Excel) as effective business tools.	<b>ESSENTIAL</b>	Application Interview
<b>RECRUITMENT/HR EXPERIENCE</b>  Experience of working in an HR and/or Recruitment role.	<b>ESSENTIAL</b>	Application Interview

<b>Knowledge &amp; Skills</b>		
<b>COMMUNICATION &amp; INTERPERSONAL SKILLS</b>  Excellent interpersonal and written communication skills enabling you to liaise effectively and concisely with colleagues, internal and external customers and stakeholders.	<b>ESSENTIAL</b>	Interview
<b>PLANNING, IMPLEMENTATION &amp; CONTROL</b>  Effective and proven organisational skills with the ability to plan and prioritise your workload to ensure outputs are delivered on time, whilst following processes and procedures effectively.	<b>ESSENTIAL</b>	Interview
<b>BUILDING AND MAINTAINING RELATIONSHIPS</b>  Ability to build and maintain effective relationships with a range of individuals through effective customer service, advice provision, professionalism and with a focus on achieving desired outcomes.	<b>ESSENTIAL</b>	Interview
<b>PROBLEM SOLVING AND DECISION MAKING</b>  Ability to interpret and analyse information and data effectively in order to identify and implement effective solutions.	<b>ESSENTIAL</b>	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	23 May 2019	<b>Time</b>	12 noon
<b>Interview Date*</b>	07 or 10 June 2019		

\*please note interview dates are subject to change and all dates may not be available.

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **David Beagley** by email at: **David.Beagley@sps.pnn.gov.uk** or by telephone on: **01324 710 443** to allow reasonable adjustments to be made to assist you.

