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| **Police Staff** **Talent Acquisition Adviser** **People Services** **Role Definition:WP107 / 20502** |

**ROLE DEFINITION**

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| Dept / Area Command: | People Services |  | Section: | People Acquisition & Resourcing |
| Post Title: | Talent Acquisition Adviser |  | Post Reference: | WP107 / 20502 |
| Post Grade: | Grade H |  | Location: | Forth Banks |
| Car User Status: |  |  | Telephone Allowance: |  |
| Shift Allowance: |  |  | Standby Allowance: |  |
| Weekend Enhancement: |  |  | Contractual Overtime: |  |
| Line Manager: | Talent Acquisition Manager | | | |
| Staff Responsibilities: | Talent Acquisition Coordinator | | | |
| Purpose: | Deliver a talent acquisition service to attract, select and onboard a capable workforce with a range of skills, knowledge and backgrounds to meet dynamic business needs. | | | |

**Key Responsibilities:-**

**1. Maintain an in-depth awareness and understanding of people metrics to analyse current and future recruitment needs, proactively forecast vacancies and skill gaps and plan recruitment strategies.**

**2. Proactively source talent using all available sources including career pathways, promotion schemes, talent pools, PDR, LinkedIn and social media channels, internet sourcing, key network groups (universities and communities) and use of innovative solutions to support searches.   
  
3. Build relationships with potential candidates and external stakeholders to create network links and maintain a strong talent pipeline for future vacancies.**

**4. Build strong relationships with internal stakeholders to support succession planning and promote mobility across the Force. Work in partnership with the talent development team to deliver an effective and aligned talent management approach in the appointment, development and retention of talent.**

**5. Manage and explore opportunities to attract talent across new and emerging entry routes (including Direct Entry, Police Now, Apprenticeships and Graduates).**

**6. Lead on the creation of opportunities for volunteering, managing the promotion and attraction strategies required to engage volunteers from diverse backgrounds in order to embed volunteering across all functions and enrich the diverse makeup of the Force. Create lasting volunteering opportunities and career pathways for talented candidates.**

**7. Evaluate external labour market conditions, skills profiles, availability of talent and hiring trends in order to inform talent acquisition plans and provide recommendations to enhance the service.**

**8. Establish Northumbria Police as an employer of choice in local and national markets through multiple channels (including social media, networking and events), and embed the employer brand throughout the organisation.**

**9. Produce and tailor impactful candidate communications, job adverts and individual correspondence in order to create brand engagement with candidates, and offer insights into the culture and employee value proposition of Northumbria Police.**

**10. Provide coaching and training to hiring managers to address skill and knowledge gaps in the end to end recruitment processes.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**