

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Talent Acquisition Adviser	Leadership level:	
JRN:	20502	Job family:	
Band:	8	Location:	Agile
Allowances:	As per contract	Politically restricted:	No
Department:	People Services	Vetting level:	RV
Reporting to:	Senior Acquisition Partner	Date published:	September 2022
Posts responsible for:	None		
Part A – Job Description			
Overall purpose of the role:			
Deliver a talent acquisition service to engage, attract, source and onboard a workforce with a range of skills, knowledge and backgrounds to meet dynamic business needs.			
1	Proactively source talent using all available recruitment tools and other sources including career pathways, talent pools, PDR, LinkedIn and social media channels, internet sourcing, key network groups (universities and communities) and use of innovative solutions to support searches.		
2	Maintain an awareness and understanding of people metrics to analyse current and future recruitment needs, anticipating vacancies and skill gaps and delivering acquisition strategies to fulfil local and corporate requirements.		
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 working relationships with key internal stakeholders, including line managers, providing coaching, training and support to assist with sourcing, recruitment and onboarding, delivering a positive candidate experience at all times.		
5	Manage and explore opportunities to attract talent across new and emerging entry routes (including direct entry, placements, apprenticeships and graduates).		
6	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.		
7	Promote 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.		
8	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.		
9	Provide coaching and training to hiring managers to address skill and knowledge gaps in the end-to-end recruitment processes.		
10	Design, deliver and maintain policies and processes to ensure all logistical,		

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	technical and administrative aspects of recruitment and selection are available and maintained.
11	Critically analyse all candidate correspondence to ensure a consistent message is delivered at all stages of the candidate journey, that is candidate focused and promotes Northumbria Police values and vision.
12	Support the creation and maintenance of internal assessment methods, that will deliver a workforce with a range of skills, knowledge and backgrounds to meet dynamic business needs.
Part B – Scope of contacts	
Internal / External relationships:	
<p>Internal: People Services, Finance, People Services and People Development teams, Business Support, Stores, Legal, Communications & Engagement and Creative.</p> <p>External: Education providers, Occupational Health Providers, other external agencies, recruitment experts and recruitment agencies.</p>	

Part C – Competencies and Values
Northumbria competencies and values framework (NCVF)

Part D – Continuous Professional Development (CPD) role 6 months	
First 6 months	
1	Establish strong connections with key stakeholders within depts/areas that have been assigned building trust and confidence in talent acquisition delivery.
2	Work with hiring managers/dept managers to assess and begin to shape a bespoke recruitment strategy per area/department.
3	Work closely with resourcing advisers and workforce planning team to understand required succession planning/trends and recruitment analytics (time to hire) per area/department.
4	Track recruitment success rates from different sourcing platforms (reed/indeed/total jobs/LinkedIn recruiter) to understand impact per area/department.
12 months and beyond	
5	Upskilling hiring managers and key stakeholders within assigned departments on all aspects of recruitment – including sourcing tools/interview questions/assessment methods and assist with facilitating onboarding practices.
6	Expand recruitment knowledges and share best practice through external networking.

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7	Implement and track progress of recruitment strategy per area/department – set up key milestones to reflect and refine strategy if required.
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Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Qualified at level 3 in Customer Service or a similar discipline, or equivalent experience.</p> <p>Experience of working within the recruitment sector.</p> <p>Ability to coordinate a wide range of activities and information generating options and recommendations.</p>	<p>Experience working within the public sector.</p> <p>Experience managing and delivering recruitment frameworks.</p>	Application/interview/ CPD
Planning and organising	Ability to plan, prioritise and complete various projects simultaneously.	Experience of reporting against targets.	Application/interview/ CPD
Problem solving and initiative	Initiative to deliver a service in innovative ways.	Evidence of ability to think critically, consistently looking beyond the obvious and exploring alternatives.	Application/interview/ CPD
Management and teamwork	Ability to build strong working relationships.		Application/interview/ CPD
Communicating and influencing	<p>Excellent interpersonal skills.</p> <p>Ability to communicate information clearly and succinctly, both verbally and in writing.</p>	Drive and ability to motivate others.	Application/interview/ CPD
Other skills and behaviours	Self-motivation, initiative and drive, and the ability to demonstrate professional resilience.	Evidence of continuous improvement with a strong focus on candidate experience or customer service ethos.	Application/interview/ CPD