

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Resourcing Adviser	Leadership level:	
JRN:	20892	Job family:	
Band:	8	Location:	Agile
Allowances:	As per contract	Politically restricted:	No
Department:	People Services	Vetting level:	RV
Reporting to:	Resourcing Partner	Date published:	September 2022
Posts responsible for:	None		

Part A – Job Description

Overall purpose of the role:

Provide specialist services to allocated areas to ensure the attraction, recruitment, progression and movement of staff benefit from timely planning and delivery, ensuring adherence to corporate plans, delivers appropriate alignment of resources and meets local priorities.

1	Act as account manager to allocated areas to deliver a range of resourcing solutions and activities linking with stakeholders to ensure workforce planning and local resourcing needs are met.
2	Work collaboratively with Senior People Partners to ensure resourcing activity in allocated areas is underpinned by people intelligence, is consistent with force wide resourcing priorities and contributes to improve the capacity, capability and wellbeing of the workforce.
3	Work collaboratively with People Development teams to deliver the implementation of police officer promotion assessments to meet force resourcing and development needs.
4	Contribute to the delivery, development and maintenance of comprehensive resourcing data, ensuring information remains accessible and accurate at all times to support decision making.
5	Undertake the development and periodic review of allocated policies and associated procedures.
6	Lead and inform internal resourcing discussions providing both holistic and detailed resourcing views and solutions to meet local priorities.
7	Liaise between client managers and central departments in relation to operational deployment of police officers, to reach effective solutions which balance the needs of the individual and the requirements of the organisation.
8	Assist in the delivery of processes associated with career breaks, secondments, transfers and redeployments to achieve local solutions whilst informing the workforce plan and keeping accurate records are kept up to date.
9	Work collaboratively with peers and wider stakeholders across departments to ensure resourcing activity is fair, transparent and adheres to force principles and the code of ethics.
10	Working with the WFP team, 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 to fulfil the organisation requirements.

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11	Build strong working relationships with key internal stakeholders, including line managers, providing coaching, training and support where needed to deliver effective resourcing resources.
12	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.

Part B – Scope of contacts

Internal / External relationships:

Internal: People Services, Finance, People Services and People Development teams, Business Support, Stores, Legal, Communications & Engagement and Creative.

External: Education providers, Occupational Health Providers, other external agencies, recruitment experts and recruitment agencies.

Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Part D – Continuous Professional Development (CPD) role 6 months

First 6 months

1

2

3

4

12 months and beyond

5

6

7

8

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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>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