

TITLE OF POST: RECRUITMENT ADVISOR

GRADE: SO2

RESPONSIBLE TO: PEOPLE SYSTEMS AND TRANSFORMATION MANAGER

MAIN PURPOSE OF JOB:

Reporting directly to the People Systems & Transformation Manager, the Recruitment Advisor is responsible for providing a high-quality, customer-focused recruitment service. The post holder will monitor recruitment performance against agreed measures and Service standards, using data to identify trends, risks and opportunities for improvement and making recommendations to enhance service delivery.

You will provide specialist advice, guidance and support to managers, employees and candidates in line with organisational policies and legal requirements.

The Recruitment Advisor will play a key role in attracting talented individuals through the management of the full recruitment lifecycle including large-scale firefighter recruitment campaigns, corporate vacancies, and internal promotion processes. With direct line management responsibility for a Recruitment Coordinator, you will work collaboratively with stakeholders to deliver an exceptional recruitment experience that strengthens the Service's position as an "Employer of Choice".

1 ROLE SPECIFIC DUTIES AND RESPONSIBILITIES

- 1.1 Line management responsibility of the Recruitment Coordinator, including day-to-day supervision, work allocation, performance management, training, coaching and quality assurance, ensuring activities are delivered in accordance with Service policies and procedures.
- 1.2 To lead and coordinate the full recruitment lifecycle from requisition stage through to onboarding for complex recruitment and selection activities, including large-scale Wholetime Firefighter recruitment campaigns, specialist and corporate recruitment, and internal promotion processes, ensuring an efficient, fair, and positive candidate experience throughout.
- 1.3 To promote equality, diversity and inclusion throughout the recruitment and selection process and support a Positive Action programme by designing and developing initiatives that support the Service's commitment to attracting and retaining a diverse workforce.
- 1.4 To collaborate with internal and external stakeholders to ensure best practice methodology is adopted in devising assessment centres and recruitment processes whilst ensuring compliance with employment legislation, TWFRS policies and procedures and National Operational Standards.

- 1.5 To develop and deliver a range of innovative and compliant attraction strategies and campaigns including promotional materials, digital content and social media activity to enhance the Service's employer brand and attract a diverse and talented candidate pool.
- 1.6 To provide advice, guidance, training and support to managers, employees and external candidates on all aspects of the recruitment and selection process.
- 1.7 To engage with internal and external stakeholders and partners through recruitment events, outreach activities and networking opportunities to build effective relationships and promote the Service as an "Employer of Choice".
- 1.8 To quality assure the new starter onboarding process including offers of employment and pre-employment checks in line with Safer Recruitment practices.
- 1.9 To support the development, implementation and review of HR policies and procedures, ensuring alignment with organisational priorities, best practice and relevant legislation.
- 1.10 To ensure all recruitment activity is completed in line with policy, procedure, legislation and escalating any risks or areas of non-compliance to the People Systems and Transformation Manager.
- 1.11 To deliver excellent customer service to key stakeholders based on current best practice and make recommendations based on a commitment to continuous improvement.
- 1.12 To take a lead on change management and special projects focused on recruitment and promotion processes as required.
- 1.13 To produce and analyse recruitment data, management information and reports to inform workforce planning, support evidence-based decision making and contribute to audits and inspections.
- 1.14 To monitor and present recruitment performance indicators, identifying trends and recommending improvements to enhance recruitment outcomes and candidate experience.
- 1.15 To act as the functional lead for the recruitment module within the HR Information System ensuring it meets organisational requirements, supports effective recruitment practices, complies with GDPR and employment legislation and is continuously developed and optimised.
- 1.16 To play an active role in the delivery of the annual departmental plan, ensuring recruitment services are delivered professionally, efficiently and in a manner that contributes to the achievement of the Service's strategic priorities and organisational objectives.
- 1.17 To be responsible for maintaining your own continuous professional development and knowledge of good practice through local and national networking, attendance at internal and external training courses and other developmental activities as required.

2 STANDARD DUTIES AND RESPONSIBILITIES

- 2.1 Comply with, promote and enforce service values, policies and procedures including our Code of Ethics and in particular, challenge behaviour that compromises the Service values or safety.
- 2.2 Take reasonable care of own health and safety and that of others in line with current policy, procedure and legislation.
- 2.3 Champion the principles of equality, diversity and inclusion and challenge or escalate any inappropriate behaviour or non-compliance.
- 2.4 Commitment to promoting the application of the Authority's Safeguarding.
- 2.5 Demonstrate an understanding and commitment to the Service's Environment Strategy, in relation to the environment and carbon reduction policies.
- 2.6 Undertake any other duties appropriate to the post.